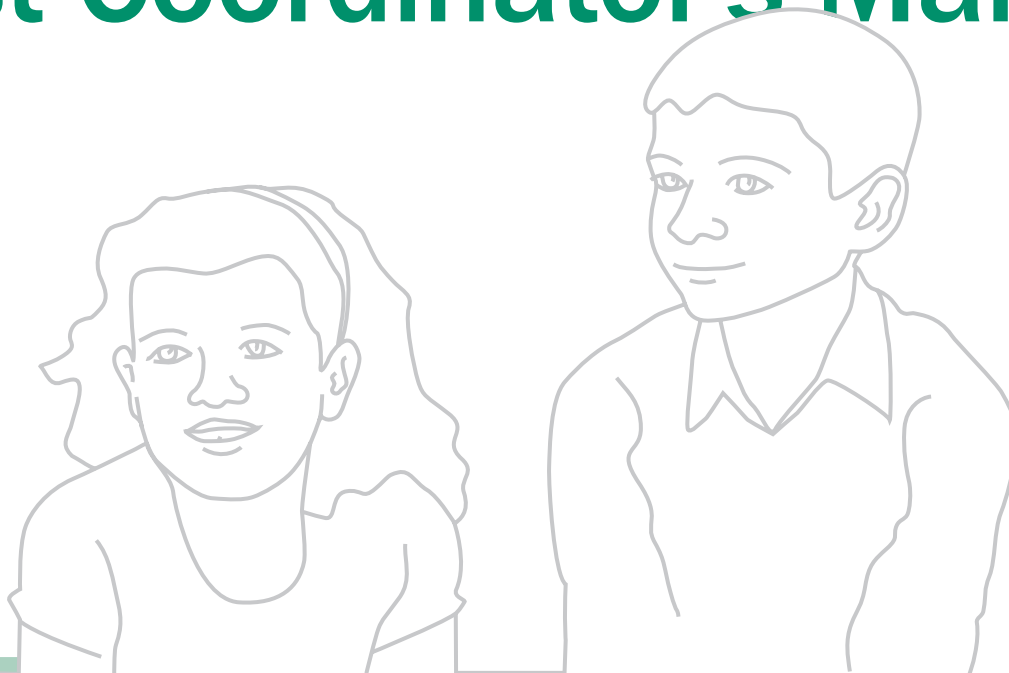




# 2013 Spring ELPA Test Coordinator's Manual



## **This Manual Includes:**

- What's New Section
- Instructions for Administration
- Security Forms
- Accommodation Summary Table
- ELPA Schedule
- Rubrics

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# INTRODUCTION

## What's New with the 2013 Spring ELPA

Below you will find a list of updates and reminders for the 2013 Spring ELPA.

### Scribing Level III-V Written Responses

- School staff members who are responsible for recording a student's written responses, based on Accommodation number 55 in the Revised Accommodation Summary table, must now initial the response in the lower left-hand corner of the response area.
- Please refer to appendix E for more information about appropriate scribing procedures.
- Initialing a scribed response provides hand scorers with useful information to more effectively score the written response.

### Invalid Scores

- Beginning in the 2013-2014 school year, students who take the annual EL assessment and are not identified as LEP eligible in the Michigan Student Data System will have their scores invalidated.
- This includes Formerly Limited English Proficient (FLEP) students who have been exited from EL Services. Scores of FLEP students will no longer be valid and will be not added to a district's AMAO calculations.

### Listening CDs

- The audio CD is required for administering the Listening section of the Spring ELPA. The Listening section can still be administered in a group setting.
- If you are unable to use a CD to administer the Listening section, your district can order an Emergency Listening Script by calling the BAA at 877-560-8378 and choosing option 5.

### Exemptions

- An ELPA exemption process is still in place for the 2013 Spring ELPA. ELPA Exemption Requests can now be made through the BAA Secure Site. Please check the ELPA Exemption Guidance document found at [www.michigan.gov/elpa](http://www.michigan.gov/elpa) for more information on the exemption process and criteria for exempting students.

### ELPA Online

- Districts seeking more information on the ELPA Online should refer to the ELPA Online Test Coordinator's Manual. This manual can be found at [www.michigan.gov/elpa](http://www.michigan.gov/elpa) or on the iTester Administration site after users have logged in.

### Reminders

- Conduct pre/post inventory of assessment materials.
- Have students fill in all sample items.
- Each Speaking item MUST have one bubble filled in.
- Return materials prior to deadlines to avoid fees.
- Attend/Conduct an assessment administration training.
- Call 877-560-8378 and choose option 7 or send an email to [baa@michigan.gov](mailto:baa@michigan.gov) for questions.

# INTRODUCTION



This spring marks the seventh annual statewide administration of the English Language Proficiency Assessment (ELPA). The ELPA is administered once each school year to all students enrolled in grades K through 12 who are eligible for limited English proficiency (LEP) services. The term English learner, or EL, has been adopted by the state to refer to students who are either learning English or participating in a bilingual program.

The ELPA supports the state's goal of having one uniform measure to help Michigan educators determine how much progress students are making with learning English skills from one year to the next.

Another assessment, the ELPA Initial Screening, was also developed to improve testing of ELs, but it differs from the annual ELPA in two important ways: the Initial Screening may be given at any time during the school year except when the annual ELPA is being administered (usually it is given at the time of enrollment), and it is used only to help determine whether students are eligible for EL services, not to assess their year-to-year progress. When paired with other data and information used by local schools and districts to make eligibility decisions, the results of the ELPA Initial Screening can expedite the appropriate instructional placement of students who are just beginning to acquire English language skills.

While both the annual Spring ELPA and the ELPA Initial Screening are important tools for helping ELs, only the Spring ELPA is addressed in this manual. It describes how the ELPA helps the state meet federal testing requirements, explains how the assessment is designed, and provides detailed instructions for ELPA District and Building Coordinators on how to use, distribute, and return assessment materials. It also provides important information that can be used to train Assessment Administrators and prepare for administration.

## Continued Updates to the ELPA

The Bureau of Assessment & Accountability (BAA) has continued to build on previous efforts to improve the ELPA's ability to measure the state-approved English Language Proficiency Standards, enhance the procedures and policies related to the administration of the ELPA, and accelerate access to student reports showing score results.

With regard to better measuring standards, the Spring ELPA continues to include a significant number of items



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that measure complex language development. These items were developed by Michigan educators of ELs and introduced during previous administrations of the ELPA. The Advanced Proficient performance level, added in 2007, is supported by these more academically rigorous test items.

Also, although districts are allowed to determine when to test students within the ELPA testing window, the BAA provides procedural guidance in the form of suggested testing schedules. This guidance is available on the public ELPA Web site (at [www.michigan.gov/elpa](http://www.michigan.gov/elpa)). Following the suggested schedules is optional, but districts and schools may find them helpful, especially for those servicing their first identified ELs.

The reporting process has been further streamlined and enhanced so that:

- every school or district will have access to Individual Student Reports, Parent Reports, Class Roster Reports, Building Reports, District Reports, ISD Reports, State Reports and Student Data Files; and
- the reports will continue to include longitudinal information so that teachers and program administrators can more easily see the progress students are making in acquiring the English language from one year to the next.

## Meeting Federal Requirements

The No Child Left Behind Act of 2001 (Title I) requires that all ELs enrolled in grades K through 12 be assessed once each school year to determine their progress in acquiring the English language. It also requires that:

- students be assessed and the results be reported in five areas—speaking, listening, reading, writing, and comprehension of the English language;
- the assessments have at least three levels of achievement—basic, intermediate, and proficient—for each grade level assessed; and
- the assessment be based on the English language proficiency standards adopted by each state.

The statewide administration of the ELPA enables Michigan to meet all of these requirements. In addition, Spring ELPA results are used to meet the Title III requirement that student progress in acquiring English language skills be reported on an annual basis.

In addition to taking the ELPA, federal law requires that ELs participate in the state's annual administration of assessments that measure academic content standards. In Michigan, these assessments include the Michigan Educational Assessment Program (MEAP) the Michigan Merit Examination (MME), MI-Access, or MEAP-Access. Newly-arrived students who are eligible for EL services, and who have been enrolled in a public school in the United States for fewer than twelve months at the time of the assessment, may use the ELPA in place of the English language arts (ELA) portion of the MEAP. Note, however, that there is no exemption from the MME assessment. This is a one-time exemption and is determined by the enrollment date in the Michigan Student Data System (MSDS) as well as by having a complete (all domains administered) ELPA Initial Screening score on the BAA Secure Site.

For additional guidance on identifying students for participation, refer to the Assessment Selection Guidance manual, available in print from the BAA Web site at [www.michigan.gov/baa](http://www.michigan.gov/baa) or as an online professional learning course on Michigan Virtual University's LearnPort at [www.learnport.org](http://www.learnport.org).



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## Features of the ELPA

Michigan's ELPA is a customized assessment aligned with the English language proficiency standards that were approved by the State Board of Education (SBE) in April 2004. As stated earlier, the goal of the assessment is to appropriately and uniformly measure the proficiency levels of Michigan's EL students and to monitor their progress from one year to the next.

The ELPA accomplishes that goal in several ways. First, it is divided into four sections—Listening, Reading, Writing, and Speaking—in order to measure the oral, written, and comprehension language skills that are needed to communicate and learn in both academic and social settings.

Second, the ELPA is divided into five grade spans or Assessment Levels: Kindergarten (Level I), grades 1 and 2 (Level II), grades 3 through 5 (Level III), grades 6 through 8 (Level IV), and grades 9 through 12 (Level V). ELs take the ELPA level that matches their grade of enrollment as recorded in the Michigan Student Data System (MSDS).

Third, ELPA assessment items represent a broad range of ability. This is because although students take the ELPA level matched to their grade of enrollment, ELs enter Michigan schools with widely varying levels of instruction (many having little or no formal education in English or in their native language). Having items with a wide range of difficulty means that ELs who are new to the United States will be able to find at least some items they can answer with confidence.

Each level of the ELPA contains four sections:

- **Listening**

The Listening section is a group-administered, multiple-choice assessment. It measures a student's understanding of spoken English. The tasks begin with shorter segments of speech or conversation and proceed to longer segments. Some of the longer segments are set up to sound like lessons in an effort to mirror instruction.

- **Reading**

The Reading section is a group-administered, multiple-choice assessment that measures several different reading skills. This section starts with reading selections for beginning readers and progresses to longer selections with more difficult vocabulary. The reading selections are designed to resemble those that students would encounter and read in school and in everyday life.

- **Writing**

The Writing section is group-administered and comprised of two parts: One which contains multiple-choice items, and one which contains constructed-response questions. Students answer the constructed-response questions by responding to a prompt.

- **Speaking**

The Speaking section is an individually administered, free-response assessment. The student performs various speaking tasks that are scored by the Assessment Administrator or Proctor. These speaking tasks measure both social language that students would typically use in a variety of non-school settings, as well as academic language that students would use in a school or classroom setting.





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An overview of the ELPA can be found in Appendix G of this manual, which shows the five grade spans assessed by the ELPA, the sections that comprise the assessment, the number of items on the assessment, and the number of points students can earn.

## Students to be Tested

All students who are enrolled in grades K-12 and who are 'LEP Eligible' in MSDS must be assessed with the ELPA this spring, including students enrolled in Michigan public schools, charter schools, and private schools that have testing agreements with local educational agencies (LEAs). All eligible students are required to participate in the ELPA whether or not they are currently receiving EL services. Students who have been identified as 'Historical LEP' students must also be assessed using the Spring ELPA. As with all other statewide assessments in Michigan, a parent refusal does not exempt a student from being required to take the assessment.

Eligibility for EL services is determined at the time of enrollment. In Michigan, the Home Language Survey is used to ascertain whether the student's native language is one other than English, or whether another language is spoken in the student's home or environment. If either is found to be true, the student is then assessed to determine his or her English language proficiency. The results of the assessment are used, along with other local criteria, to determine if the student is eligible for EL services and the student's placement. See the "English Learner (EL) Identification" diagram on page 10 for more information.

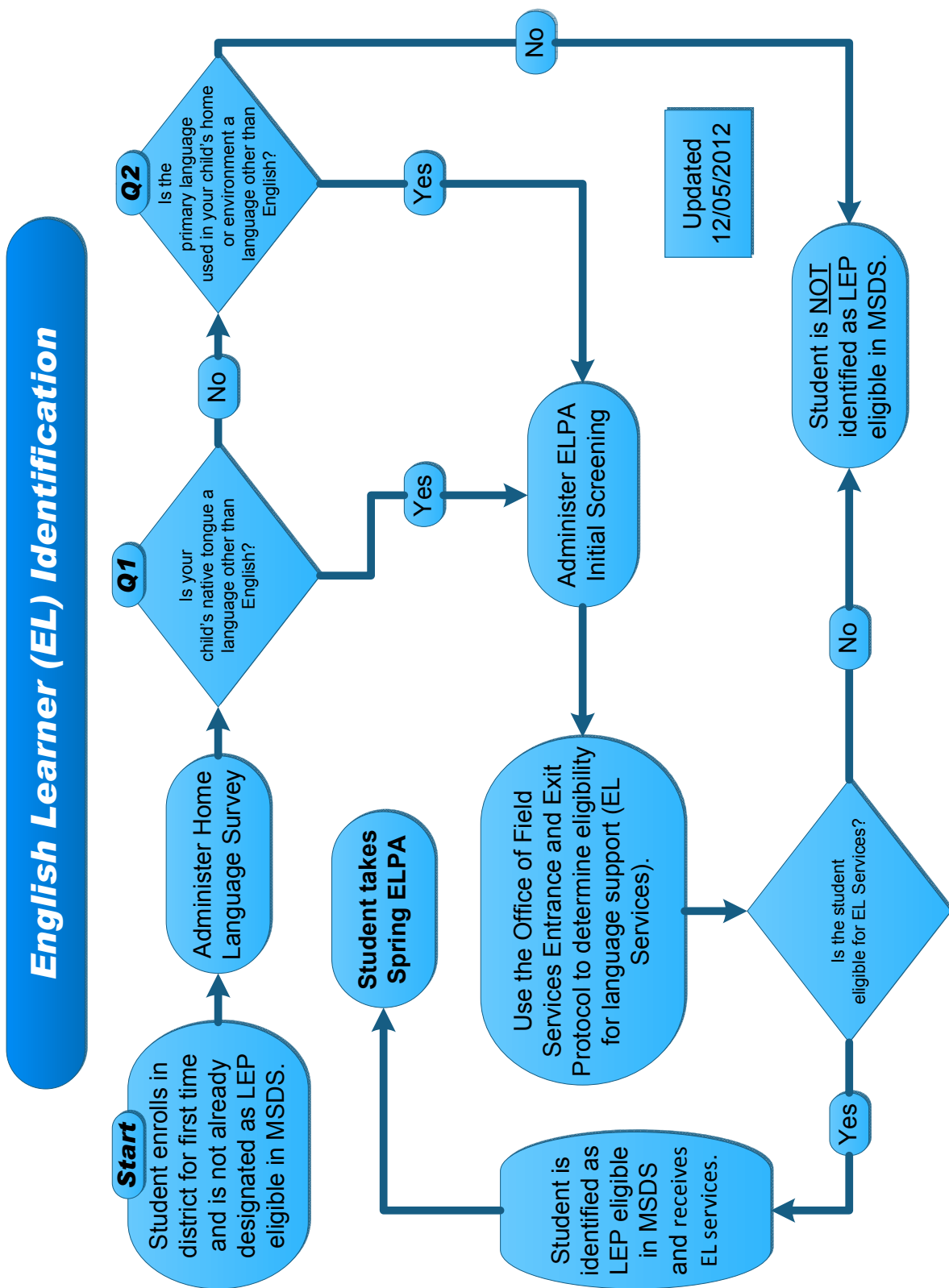
If a student who is eligible for EL services enters the district during the Spring ELPA window, he or she **must** participate in the Spring ELPA. However, because test materials are returned to a contractor for scoring (instead of to the State), results of the spring assessment will not be available until early June, well after a placement decision needs to be made. Therefore, an additional assessment for English proficiency must be used. As long as the student in this situation has taken or is expected to take the Spring ELPA during the testing window, a coordinator must assess the student with the ELPA Initial Screening to aid in determining eligibility for EL services. Because testing the student twice will be taxing, particularly upon entry into a new school, it is recommended that the two assessments be given within a flexible schedule that includes breaks between one test and the next.

## Assessment Accommodations

In Michigan, all students are required to participate in the assessment programs approved by the State Board of Education (SBE). There are, however, some students who customarily use accommodations during instruction and who may also need to use them during assessment. Therefore, in 2009, the SBE approved The Assessment Accommodation Summary Table for all of Michigan's state-level assessments.

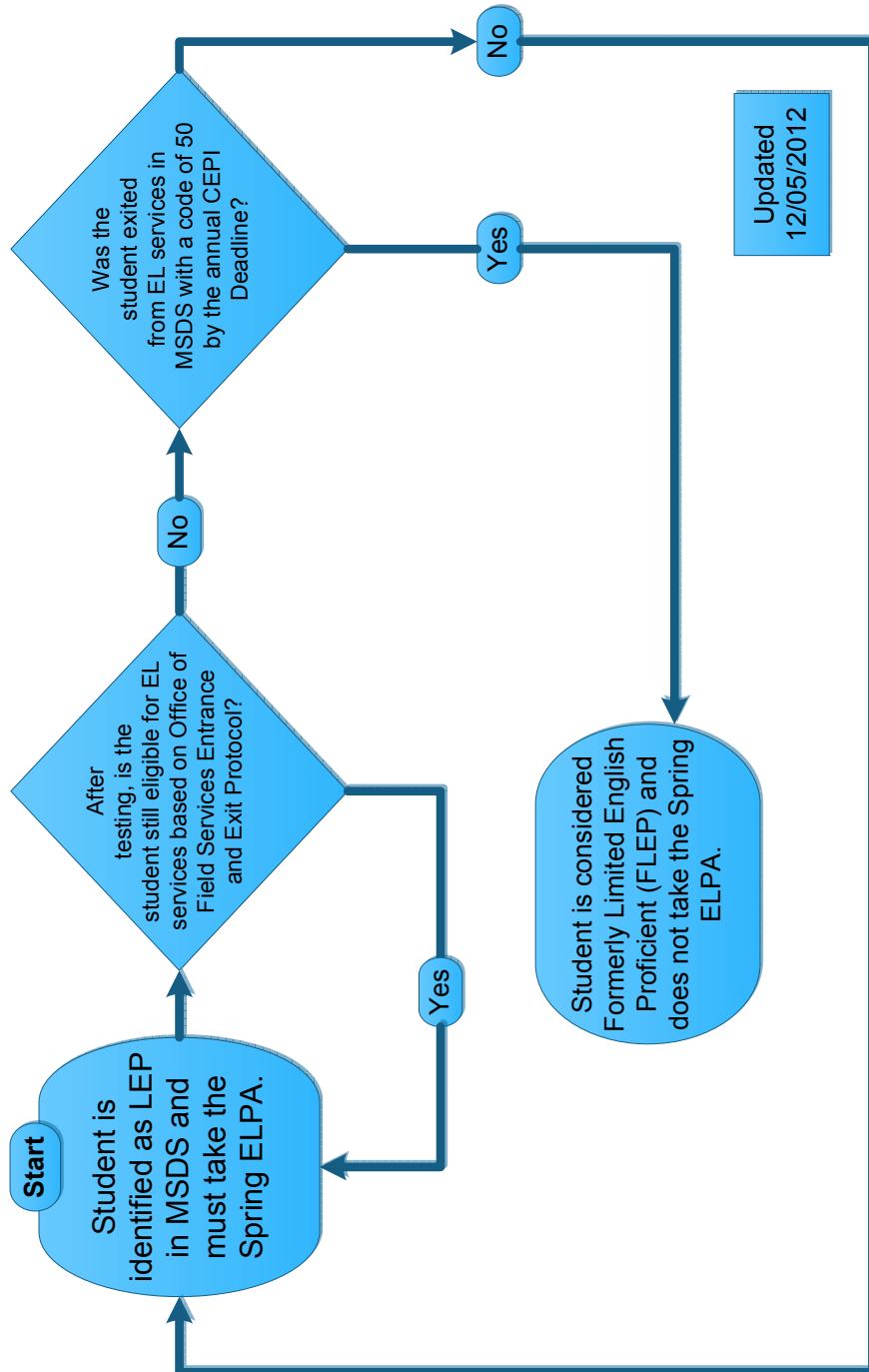
The table includes accommodation descriptions available for the MEAP, MEAP-Access, MI-Access, ELPA, and NAEP. Appendix E of this manual provides information about how to use this table. An electronic copy of the Assessment Accommodation Summary Table can be found at [www.michigan.gov/elpa](http://www.michigan.gov/elpa).

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## Determining Continued Participation in the Spring ELPA



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There are three important factors to keep in mind when considering the use of assessment accommodations for the ELPA. First, students may only use accommodations if the accommodations are documented in their school records. For students with disabilities that means the accommodations must be documented in their Individualized Education Programs (IEPs) and for general education students the accommodations must be documented in their Section 504 Plans. If an EL does not have an IEP or a Section 504 Plan, they cannot use accommodations designated as "IEP" or "504" in the Assessment Accommodations Summary Table. EL students should only use accommodations if the accommodations are routinely used as part of the student's daily instruction.

Second, all accommodations decisions must be made on a student-by-student basis because all students testing in a group may not need the same accommodation and by section of the ELPA because, for example, students may need one accommodation for the Listening section, but a different accommodation or none at all for the Reading, Speaking, and Writing sections.

Third, those involved in making accommodations decisions must understand the difference between standard and nonstandard assessment accommodations. A standard accommodation does **not** change the construct that the assessment is measuring and, therefore, results in a valid test score. A nonstandard accommodation, however, **does** change the construct of what the assessment is measuring and, thus, results in an invalid test score. In addition, the use of nonstandard accommodations results in the student being counted as NOT assessed for the calculation of No Child Left Behind participation rates at both the school and district level.

There are several accommodated versions of the ELPA that are available to students for whom such accommodations are documented. They include:

- enlarged print student assessment booklets for all levels;
- Braille student assessment booklets for Levels III, IV, and V; and
- audio CDs that feature enhancements to the aural stimulus given for selected Listening, Reading, Writing, and Speaking items. (Additional information on accommodations is provided in Appendix E.)

## Exemptions for Students with Severe Disabilities

In some cases, students who are identified for participation in the ELPA cannot take certain portions of the test due to severe physiological, emotional, or mental disabilities. For example, a student who has a jaw deformity may not be able to respond to items in the Speaking section of the ELPA, but may be able to participate fully in the Listening, Reading, and Writing sections. In these cases, districts may apply for an exemption from any or all sections of the ELPA by completing the following steps making the exemption request through the BAA Secure Site.

Please see Appendix H for more information on Spring ELPA exemptions.

If you have questions about completing the form, contact the BAA at 877-560-8378 and choose option 7.



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## Ordering Assessment Materials

ELPA Coordinators enter **initial** materials orders by the deadline indicated on the Spring ELPA Schedule in Appendix A; those orders are then used to determine the number and types of assessment materials that need to be printed and shipped to each district for distribution to schools.

Upon receipt of the materials, coordinators should immediately verify that the correct materials in the correct amounts have been shipped. If **additional** materials are needed, they may be ordered in the BAA Secure Site. Please check the Spring ELPA Schedule, Appendix A, for ordering deadlines. Please also note that all districts will be shipped an overage of materials. (For help in placing an additional order or tracking shipments, please call the BAA at 877-560-8378 and choose option 5.)

Coordinators will be able to request the following materials in additional materials orders:

- Assessment Booklets (all Levels)
- Speaking Assessment Booklets (Levels I and II)
- Answer Documents (Levels III, IV, and V)
- Test Administration Manuals (TAMs)
- Listening CDs:
  - Listening Section
  - Speaking Section: Story Retell item(s)
- Accommodated CDs
- Braille Kits (Levels III, IV, and V)
- Enlarged Print Kits
- Class/Group ID Sheets
- School Level/Grade Span Header Sheets
- Special Handling Envelopes
- Paper Bands
- Non-Scorable Materials Stickers
- Scorable Materials Labels
- Return Shipment Labels

## Registering Students

To increase the accuracy of student demographic information when reporting performance results, the BAA requires that all students taking state-level assessments, including the ELPA, be pre-identified. Among other things, the Pre-ID process allows testing contractors to print Pre-ID labels for identified students to be affixed to their scorable test documents.

Preprinted labels for pre-identified students will be included in school material boxes. Coordinators will need to affix them to appropriate student answer documents (or test booklets for Levels I and II) prior to testing. The labels will be shipped in Box 1 for each school with the initial materials shipment. The labels will feature a color-coded strip that corresponds to the correct ELPA Assessment Level for the student.

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The ELPA contractor will print and ship barcode labels for every student pre-identified in the BAA Secure Site **on or before** the deadline as noted in the Spring ELPA Schedule found in Appendix A. However, there may be instances where students who are eligible for testing were not identified (or were identified incorrectly) by that date. For example, after the pre-identification deadline:

- a new EL student may enroll in the district;
- a coordinator may note an error in the Michigan Student Data System (MSDS), which necessitates testing of an additional EL; or
- a coordinator may need to make changes to a student's demographic information, such as altering his or her grade of enrollment.

In cases like these (where changes are made after the Pre-ID deadline), it will be too late for Questar Assessment, Inc. to print and ship labels for the students, so districts or schools will need to print them locally from the BAA Secure Site. Please check the Spring ELPA Schedule found in Appendix A to verify the end date for label printing by Questar Assessment, Inc. Locally printed labels must be printed from the ELPA Test Cycle on Avery #5161 adhesive labels, using a laser printer whenever possible because the scanning equipment may not pick up ink from ink jet printers. Depending on where the labels are printed (at the district or in the school), ELPA District Coordinators may affix them to the correct test documents before distributing them to schools or assign that task to ELPA Building Coordinators.

If it appears that a Pre-ID label provided by the contractor contains an error, do not use it; instead, verify the student's information in the BAA Secure Site and reprint a label locally once the information has been corrected. (Coordinators who need help printing labels or correcting information on the BAA Secure Site may call 877-560-8378 and choose option 7.)

Please note that every ELPA scorable test document that is shipped back to Questar Assessment, Inc. **must** have a student label. A processing fee of \$10 will be assessed to the district for every test returned without one. Please see Appendix B for more information on fees for late or inappropriately returned materials. For more information on how to pre-id students, you may refer to the BAA Secure Site manual. This manual can be accessed by logging into the Secure Site.

## Accessing Pre-ID Student Reports

Pre-ID Reports are generated automatically by the BAA and include students who were identified as ELs (LEP eligible in MSDS during the current school year).

The Pre-ID Reports are not meant to be a list of students who are mandated by the State for testing with the ELPA. Eligibility for ELPA testing is always determined by the district (or public school academy) following the Office of Field Service's Entrance and Exit Protocol. The Pre-ID Report is generated simply as a convenience for coordinators who wish to receive printed labels from the testing contractor.



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Each year, districts are responsible for reviewing their Pre-ID Reports (which can be found on the BAA Secure Site at [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)), making sure they match the district's own records of students eligible for EL services, and adding or removing students from the list as necessary. Please check the Spring ELPA Schedule (Appendix A) to verify the end date for label printing by the ELPA contractor. Any modifications made to Pre-ID Reports after that date will necessitate that districts print their own labels for all affected students.

Complete instructions on how to access and modify Pre-ID Reports can be found in the BAA Secure Site User Manual, which is located on the login page of the BAA Secure Site (it is highlighted in bright pink for easy reference). Coordinators are also encouraged to contact BAA for assistance in using the Pre-ID Report functions by calling 877-560-8378 and choosing option 7.

## Coordinators and Assessment Administrators

Each district must designate an ELPA District Coordinator to direct the administration of the ELPA. This person is responsible for training ELPA Building Coordinators, handling assessment materials, setting test schedules, and monitoring administration. Having someone designated as the ELPA District Coordinator also ensures that districts receive timely information and aids BAA in knowing who to contact when necessary.

Similarly, each school must designate an ELPA Building Coordinator to oversee the ELPA administration process and to ensure that all procedures are followed. The ELPA Building Coordinator must also provide training for Assessment Administrators (and Proctors, if used), who are responsible for giving the ELPA to students.

Assessment Administrators can be the student's teacher or another person designated by the school or district. Paraprofessionals may assist with administration duties before and after the assessment, but as Assessment Proctors they must be trained and must proctor in a room with a certified professional staff member. Depending on the number of students in each room, Proctors may also be assigned to assist during assessment administration.

Each person involved in administering the ELPA should refer to the Assessment Integrity Guide (at [www.michigan.gov/elpa](http://www.michigan.gov/elpa)) for information about specific roles and responsibilities in accurately and fairly assessing students. In addition, these people should review the Building Coordinator, Assessment Administrator, and Assessment Proctor Responsibilities described in Appendix C of this manual.

## Professional Assessment Administration

Good assessment practice requires that all schools administer the ELPA in the same way across the state so that all students have a fair and equal chance to demonstrate their skills in English. The instructions in this manual are designed to help ensure uniform assessment administration; therefore, all district and school staff who are involved with the ELPA should read it prior to assessment administration.



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In addition, as mentioned earlier, those involved with administering the ELPA should read the Assessment Integrity Guide. It describes the roles and responsibilities of District and Building Coordinators, Assessment Administrators, and Proctors, in assessment administration, and includes guidelines for assessment security, preparation, and administration.

## Security

The ELPA is a secure assessment; therefore, Assessment Administrators must keep all materials safe. In particular, assessment booklets and Test Administration Manuals (TAM), which contain live items, must be:

- kept in locked storage before and after assessment administration,
- carefully monitored during assessment administration, and
- returned to the ELPA contractor as described in this manual once administration is complete.

No person other than the students being assessed may review assessment booklets or take the assessment. Furthermore, no copies may be made of the booklets or TAMs, no notes may be taken on the assessment questions, and all of the booklets and TAMs must be returned. Test materials that contain secure test items are sequentially numbered with barcodes for security and tracking purposes.

To help ensure that materials are safeguarded, all those involved with administering the ELPA—District and Building Coordinators, Assessment Administrators, and Proctors—must sign an OSA Security Compliance Form, indicating that they agree to uphold all security requirements. A compliance form is included in Appendix D of this manual and may be photocopied for use; however, the ELPA contractor will also provide original forms along with the other ELPA test materials.

Assessment Administrators and Proctors should sign the compliance forms prior to assessment administration and return them to their ELPA Building Coordinators, along with all other assessment materials, after administration is complete. ELPA Building Coordinators will return their own signed forms, as well as those from Assessment Administrators and Proctors, to ELPA District Coordinators, who will keep them on file for one year.



# PREPARING FOR THE ELPA



## Assessment Materials

The following materials will be included in ELPA shipments:

### Test Administration Manuals (TAM)

These documents, which are provided by Assessment Level, include information about administering the assessments, as well as the specific directions that Assessment Administrators must read aloud to students when administering all sections of the ELPA. They also contain information on scoring the Speaking sections of the assessment.

### Audio CDs for the ELPA Listening Section and Speaking Section (all Levels)

The audio CDs contain prerecorded directions, passages, questions, and answer choices for the Listening section of the assessment. They also contain prerecorded questions for the Story Retell in the Speaking section. Please fill out the Additional Materials Order Form on the BAA Secure Site (at [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)).

### Emergency Listening Script (if ordered)

This script is available to educators who, for some reason, are unable to use the audio CD to administer the Listening Section. To order, please contact BAA at 877-560-8378 and choose option 5. Be prepared to explain why an audio CD cannot be used.

### Student Assessment Booklets (all Levels)

These booklets are sequentially numbered for each grade span assessed. For Levels III, IV, and V, all sections of the assessment are contained in the same booklet. For Levels I and II, the Speaking section is contained in a separate booklet. All assessment booklets are available in regular and enlarged print. Braille versions are also available for Levels III, IV, and V.

# PREPARING FOR THE ELPA

## **Speaking Assessment Booklets (Levels I and II)**

One of these booklets is provided for each Test Administrator Manual shipped. They are reusable booklets for students taking Levels I and II to view as a prompt during the Speaking section of the assessment.

## **Answer Documents for Levels III, IV, and V**

Students taking the Level I and II assessments will record answers in their student assessment booklets. For Levels III, IV, and V, a separate answer document will be provided.

## **Test Materials Return Kit**

This kit contains a number of materials, including BAA Security Compliance Forms (photocopiable); a Special Handling Envelope; paper bands; Scorable Materials Labels; Non-Scorable Materials Labels; and Return Shipping Labels.

**Note: If you order Braille Kits and Enlarged Print Kits, please note that they are packaged and shipped separately from other ELPA materials.**

## **Braille Kits (if Braille versions of Levels III, IV, or V were ordered)**

This kit includes a Braille assessment booklet for the Assessment Level ordered, a Test Administrator Manual for Braille Form 9, a standard print answer document (so that the Assessment Administrator can copy over responses), and an Administrator Test Booklet for Braille (which is a regular assessment booklet with notes to the administrator describing how items have been modified for presentation in Braille). Braille students take a different form of the test and the answer document included in the Braille kit must be used. Braille kits are available as an additional material order. Please contact BAA if you are in need of a kit by calling 877-560-8378 and choosing option 5. You will be asked for the following information to complete the order:

- District Code
- District Name
- School Code
- School Name
- Name of Person Calling
- Phone Number
- Student Grade
- Student Name
- Student UIC

## **Enlarged Print Kits (if ordered)**

This kit includes an Enlarged Print assessment booklet for the Assessment Level ordered, an Enlarged Print Speaking Booklet if Assessment Levels I or II were ordered, a corresponding CD for the Level ordered, a standard print Test Administrator Manual, and a standard print answer document (so that the Assessment Administrator can copy over responses).

ELPA District Coordinators are responsible for delivering assessment materials to schools if orders were shipped to the district. Once in the schools, ELPA Building Coordinators are responsible for giving the appropriate materials in the appropriate quantities to Assessment Administrators.



# PREPARING FOR THE ELPA

## Inventorying Materials and Placing Additional Orders

Immediately upon receipt of assessment materials, ELPA District Coordinators should inventory them to make sure they have sufficient quantities. The number of materials shipped is based on the number of students pre-identified in the BAA Secure Site and on student enrollment data. The ELPA contractor will also ship some overages (or extras) to allow for new enrollees.

If sufficient quantities of materials are not available even after overages, ELPA District Coordinators will need to order additional materials in the BAA Secure Site, using their unique user names and passwords. If you do not have a user name and password, please contact the BAA at 877-560-8378 and choose option 7. See page 13 of this manual for more information about making additional materials requests.

## Contact Information

To promote the most effective flow of information, ELPA District Coordinators should be the primary point of contact for communications. Therefore, if Assessment Administrators have questions, they should contact their ELPA Building Coordinator for assistance. If the Building Coordinator cannot answer the question, he or she should contact the ELPA District Coordinator. If the ELPA District Coordinator cannot answer the question or provide the necessary assistance, he or she should contact the BAA, using the information below.

Bureau of Educational Assessment and Accountability

Phone: 877-560-8378, option 7

Fax: 517-335-1186

Web site: [www.michigan.gov/elpa](http://www.michigan.gov/elpa)

E-mail: [baa@michigan.gov](mailto:baa@michigan.gov)

# DEMOGRAPHIC INFORMATION

## III. Demographic Information

**SPRING 2013** **Grades 3-5**  
**LEVEL III**  
**STUDENT DEMOGRAPHIC FORM**

**1. DISTRICT**  
 SCHOOL  
 TEACHER NAME

**2. LAST NAME**  
**3. FIRST NAME**  
**4. MI**

**5. Date of Birth**  
 Month Day Year

**6. Home Language**  
 1 Spanish 2 Other

**7. Class Group**  
 1 Gifted 2 Other

**8. Research Codes**  
 1 New Student 2 Previous Student 3 Interrupted Learning

**9. Report Codes**  
 1 Standard Accommodations 2 Extended Time 3 Amplification System 4 Other

**10. Accommodations**  
 Check the Accommodation Summary Table to determine student eligibility per testing. (Mark all that apply.)

**11. Additional Codes**  
 13 Other

**12. Barcode**  
 DO NOT WRITE IN THIS AREA  
 SERIAL #

Students taking ELPA Levels I and II will answer questions in their assessment booklets. Students taking Levels III, IV, and V will have separate answer documents for recording their answers. For this reason, student demographic forms will appear on test booklets at Levels I and II, and on answer documents at Levels III, IV, and V.

Student demographic information must be completed in order for the ELPA contractor to match the answers on the test documents to the correct students, and provide information necessary for reporting purposes and returning results. Detailed directions on how to complete the demographic form, along with graphic representations, are provided below.

## Demographic Information: All Students

The following information is to be completed on the demographic page of each scorable assessment booklet or answer document. Some boxes must be filled out, while others are optional as indicated in the box descriptions that follow.

**BOX 1:** Neatly print the name of the district, school, and teacher for the student.

**BOX 2: LAST NAME** — Neatly print the last name of the student in capital letters, with one letter per space.

**BOX 3: FIRST NAME** — Neatly print the first name of the student in capital letters, with one letter per space.

**BOX 4: MI (MIDDLE INITIAL)** — Neatly print the middle initial, if any, of the student in capital letters, with one letter per space.



# DEMOGRAPHIC INFORMATION

**BOX 5: DATE OF BIRTH** — Fill in the month, day, and year of the student's date of birth.

**BOX 6: NATIVE LANGUAGE** — Fill in the bubble for the single-digit numeric code that matches the student's native language. The abbreviations that appear on the form are explained below.

- 0 Span. = Spanish
- 1 Arab. = Arabic
- 2 Chal. = Chaldean
- 3 Alba. = Albanian
- 4 Hmo. = Hmong
- 5 Ben. = Bengali
- 6 Chin. = Chinese
- 7 Japn. = Japanese
- 8 Viet. = Vietnamese
- 9 S-C. = Serbo-Croatian
- 10 Other (please fill in the line with the name of the student's language)

5 Date of Birth			6 Native Language	7 Class/Group Number	8 Research Codes	9 Report Codes
Month	Day	Year	Language	Group Number	I	II
<input type="radio"/> Jan			<input type="radio"/> 0 Span.			
<input type="radio"/> Feb			<input type="radio"/> 1 Arab.			
<input type="radio"/> Mar	<input type="radio"/> 0 <input type="radio"/> 0	<input type="radio"/> 19 <input type="radio"/> 0 <input type="radio"/> 0	<input type="radio"/> 2 Chal.	<input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/> 0	<input type="radio"/> 1 <input type="radio"/> 1	
<input type="radio"/> Apr	<input type="radio"/> 1 <input type="radio"/> 1	<input type="radio"/> 20 <input type="radio"/> 1 <input type="radio"/> 1	<input type="radio"/> 3 Alba.	<input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/> 1	<input type="radio"/> 2 <input type="radio"/> 2	
<input type="radio"/> May	<input type="radio"/> 2 <input type="radio"/> 2	<input type="radio"/> 2 <input type="radio"/> 2	<input type="radio"/> 4 Hmo.	<input type="radio"/> 2 <input type="radio"/> 2 <input type="radio"/> 2 <input type="radio"/> 2	<input type="radio"/> 3 <input type="radio"/> 3	
<input type="radio"/> Jun	<input type="radio"/> 3 <input type="radio"/> 3	<input type="radio"/> 3 <input type="radio"/> 3	<input type="radio"/> 5 Ben.	<input type="radio"/> 3 <input type="radio"/> 3 <input type="radio"/> 3 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 4	
<input type="radio"/> Jul	<input type="radio"/> 4	<input type="radio"/> 4 <input type="radio"/> 4	<input type="radio"/> 6 Chin.	<input type="radio"/> 4 <input type="radio"/> 4 <input type="radio"/> 4 <input type="radio"/> 4	<input type="radio"/> 5 <input type="radio"/> 5	
<input type="radio"/> Aug	<input type="radio"/> 5	<input type="radio"/> 5 <input type="radio"/> 5	<input type="radio"/> 7 Japn.	<input type="radio"/> 5 <input type="radio"/> 5 <input type="radio"/> 5 <input type="radio"/> 5	<input type="radio"/> 6 <input type="radio"/> 6	
<input type="radio"/> Sep	<input type="radio"/> 6	<input type="radio"/> 6 <input type="radio"/> 6	<input type="radio"/> 8 Viet.	<input type="radio"/> 6 <input type="radio"/> 6 <input type="radio"/> 6 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 7	
<input type="radio"/> Oct	<input type="radio"/> 7	<input type="radio"/> 7 <input type="radio"/> 7	<input type="radio"/> 9 S-C.	<input type="radio"/> 7 <input type="radio"/> 7 <input type="radio"/> 7 <input type="radio"/> 7	<input type="radio"/> 8 <input type="radio"/> 8	
<input type="radio"/> Nov	<input type="radio"/> 8	<input type="radio"/> 8 <input type="radio"/> 8	<input type="radio"/> 10 Other	<input type="radio"/> 8 <input type="radio"/> 8 <input type="radio"/> 8 <input type="radio"/> 8	<input type="radio"/> 9 <input type="radio"/> 9	
<input type="radio"/> Dec	<input type="radio"/> 9	<input type="radio"/> 9 <input type="radio"/> 9		<input type="radio"/> 9 <input type="radio"/> 9 <input type="radio"/> 9 <input type="radio"/> 9	<input type="radio"/> 10 <input type="radio"/> 10	

**BOX 7: CLASS/GROUP NUMBER** — This optional information allows districts and schools to receive reports organized by class or group designation(s). It is a local district decision to use this option and to define the class/group numbers it finds most useful. Contact your ELPA District or Building Coordinator for your 4-digit class/group number.

**BOX 8: RESEARCH I AND II FIELDS** — These fields, which are optional, are used by schools and districts for special research purposes. In addition to the usual school and district summaries, research reports provide districts an opportunity to receive results disaggregated by up to ten groups per report. In the past, school districts have used this option to answer such questions as:

- Is there a relationship between the number of years students have attended schools in our district and their test scores?
- Is there a difference in attainment of achievement objectives among those students who had Reading Program A vs. Reading Program B vs. Reading Program C, and so forth?

The following information may be helpful in developing codes for the use of these research fields.

- Research questions must be created at the district level, and each report response must be assigned a different number from one to ten. Only one response per report may be coded (that is, one response in the Research I column and one response in the Research II column).
- If a district decides to use research codes, ELPA District Coordinators must provide coding information to ELPA Building Coordinators and Assessment Administrators.
- Districts may elect to use one or both of the Research Fields at any or all of the grades being tested.

# DEMOGRAPHIC INFORMATION

**BOX 9: REPORT CODES** — Fill in the circle for all of the following that apply:

- A. HOME SCHOOLED** — A student who is assessed, but because he or she is home schooled, should not be included in the district's or school's reports. Home-schooled students are not required to take the ELPA, but may test during the district's assessment window if desired. (Public schools are required to administer the ELPA to all home-schooled students who want to be assessed.) Districts will receive separate reports for home-schooled students, as well as separate Parent Reports. The reports should be forwarded to the parents of each home-schooled student. Parents or guardians of home-schooled students should contact their local school district for more assessment information.
- B. PROHIBITED BEHAVIOR** — A student who engages in prohibited behaviors as described in the *Assessment Integrity Guide*, a document approved by the SBE in September 2009. This document is available at the public ELPA Web site ([www.michigan.gov/elpa](http://www.michigan.gov/elpa)). This bubble is NOT meant to be used for students who do not appear to be working hard on the assessment or otherwise not taking the assessment seriously. It is only intended for students engaging in practices that are strictly prohibited.
- C. INTERRUPTED SCHOOLING** — A student who has missed one or more consecutive years of schooling after Kindergarten. (An example is a student who attended grades 1 and 2 in another country and, due to family relocation, was unable to attend any part of grade 3.)

**BOX 10: ACCOMMODATIONS** — This section of the "School Use Only" area is used to identify the accommodations used by the student as required by the No Child Left Behind Act of 2001 and defined by the Assessment Accommodation Summary Table found on the BAA Web site (at [www.michigan.gov/baa](http://www.michigan.gov/baa)). An abbreviated summary is also included in Appendix E of this manual.

Please review each section of the table carefully to ensure that the student is eligible to use the accommodation being considered and note restrictions for nonstandard accommodations. The demographic form provides the opportunity to identify specific accommodations used by students on different sections of the ELPA. Standard accommodations are listed first, then nonstandard accommodations. Mark all that apply.

10 Accommodations				
Check the Accommodation Summary Table to determine student eligibility prior to testing. (Mark All That Apply)				
Standard Accommodations	Listening	Reading	Writing	Speaking
Accommodated CD	(L)	(R)	(W)	(S)
Enlarged Print	(L)	(R)	(W)	(S)
Amplification System	(L)	(R)	(W)	(S)
Other	(L)	(R)	(W)	(S)
Nonstandard Accommodations	Listening	Reading	Writing	Speaking
	(L)	(R)	(W)	(S)

**BOX 11: ASSESSMENT DATE** — Fill in the date when the ELPA is administered to the student and darken the appropriate bubbles.

**BOX 12: FORM NUMBER (LEVELS III-V ONLY)** — For these Assessment Levels, there are two types of answer documents: One is for Forms 1 and 2, and the other is for Form 9. Please check the form number on the student's assessment booklet and make sure it matches his or her answer document. Then, fill in the correct bubble in this box. (Note: This applies only to Levels III-V. No form bubbles appear on the demographic form for Levels I and II.)





# DEMOGRAPHIC INFORMATION

**BOX 13: GRADE** — Fill in the student's current grade level.

## Demographic Information: Students with Labels Printed by the District or School

If the student has a barcode label printed by the district or school (as opposed to one printed by the ELPA contractor), please fill in boxes 1-12. This information is used to identify the student if the barcode label falls off or is destroyed.

11 Assessment Date			12 Form Number
Month	Day	Year	
<input type="radio"/> Mar <input type="radio"/> Apr		13	<input type="radio"/> 1 <input type="radio"/> 2
	0 0 1 1 2 2 3 3 4 5 6 7 8 9		13 Grade <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

# ADMINISTRATION



Although Assessment Administrators and Proctors are responsible for administering the ELPA, District and Building Coordinators are responsible for training them prior to administration. Below are some of the topics for Coordinators to address during training to ensure that assessment administration is standardized and that students have every opportunity to fully demonstrate their English language skills.

## Order of Administration

The ELPA is designed in such a way that each section may be administered on a different day and in any sequence a school chooses. When scheduling the assessments, it is important to keep in mind that the Listening, Reading, and Writing sections may be group-administered, but the Speaking section must be administered to students individually.

## Preparing the Assessment Room(s)

Where the ELPA is given depends on the section of the assessment being administered. Schools may choose to administer the Listening, Reading, and Writing sections in the students' classrooms or in any other appropriate place in the school. The Speaking section, however, must be given in a location away from all other students. When selecting rooms for administration, make sure they are adequately lit, ventilated, and free from noise and other distractions.

## Before the ELPA

When administering the ELPA, Assessment Administrators should start by telling students to:

- put away all books, notes, and other resources during assessment;
- read and/or listen to items carefully and follow instructions;
- make sure that their name is on the assessment booklet they are using;
- make sure that the label on their demographic form belongs to them; and



# ADMINISTRATION

- use only a No. 2 pencil to record answers for the multiple-choice and constructed-response questions. (Students taking Level I and II assessments will record their answers in their assessment booklets, whereas students taking Levels III, IV, and V will record them on separate answer documents.)

Assessment Administrators should also explain to students that the ELPA is not the kind of test they can “pass” or “fail;” rather, it measures the English skills that students already have. For this reason, some items on the test might seem very easy to students who are more proficient than others, while other items will seem difficult, especially to those who have not had much English instruction in the past. Students should be encouraged to do their best on as many of the items as possible and not be overly concerned with whether they are too easy or too hard.

## During the ELPA

During administration, Assessment Administrators must follow the script provided in the Test Administrator Manual (TAM), and make sure they are reading the directions (or using the CD) for the Assessment Level they are administering. As mentioned earlier, the four sections may be given in any order, but Assessment Administrators need to be sure they are reading the correct directions (or using the CD) for the correct section. In addition, Assessment Administrators should be reminded that all sample items must be administered exactly as written in the TAM.

For the Speaking section, Assessment Administrators must administer **every** item to the student, recording his or her rubric scores for each item in the test booklet (Levels I and II) or answer document (Levels III, IV, or V). An Assessment Administrator who skips a Speaking item and does not record a rubric score will cause the student’s Speaking score and the overall assessment score to be invalidated.

Coordinators should train Assessment Administrators to make sure that the part of the TAM from which they are reading matches the form number on the students’ test booklets. Please note that it is the **test booklet** that bears the correct form number, since there are some answer documents that can be used with multiple forms.

For the group-administered sections (Listening, Reading, and Writing), please note that all students in the same classroom should have the same form number on their assessment booklets. If there is an error, Coordinators should check the quantities of test forms at different levels that they have been supplied.

## Unauthorized Materials

Students taking state assessments must be closely supervised at all times. When students enter the testing room, Assessment Administrators must ensure that they do not bring any unauthorized notes, printed materials, scrap paper, or tools that would give them an unfair advantage. The materials that students are permitted to use during administration are identified in the specific directions for each section of the assessment.

Please note that one type of unauthorized material is not brought in by students; it is what is displayed on classroom walls as posters or student projects that feature helpful English words, phrases, or ideas that may provide an unfair advantage to students during assessment administration. Please refer to the Assessment Integrity Guide, which is available on the public ELPA Web site (at [www.michigan.gov/elpa](http://www.michigan.gov/elpa)), for guidance on what kinds of classroom-displayed materials need to be covered or taken down in preparation for the ELPA.

# ADMINISTRATION

## ***Temporary Absence from the Testing Room***

Students are allowed to go to the restroom, one at a time, during the assessment, but it is best not to make an announcement to that effect. If students leave during testing, Assessment Administrators must collect their assessment booklets and answer documents before they exit the room, and give the materials back when the students return. **Assessment Administrators, on the other hand, may not leave the assessment room at any time, unless a Proctor is brought in to supervise.**

## ***Illness***

A student who becomes ill during an ELPA assessment session should be excused. If the student is able to return before that session ends, he or she may complete the session. If, however, the student is unable to return before the session ends, the unfinished portion may be administered at a later date as long as the assessment window is still open. When giving students a partially completed section of the ELPA, supervise them closely to make sure they do not go back to previously answered items. When a student returns to school after a more extended illness, he or she may continue with other unadministered sections of the ELPA until the assessment window closes.

## ***Students Absent on the Day of the Assessment***

If students are absent when the ELPA is initially given, the school must make provisions for them to take the assessment at a later date. (Makeup dates may be scheduled any time within the assessment window.) These students should not, however, be involved in any classroom discussions about the ELPA prior to the time they take it.

## ***Emergency Evacuation of a School Building***

Schools may be required to evacuate students during the assessment because of an emergency, such as a fire alarm or bomb threat. In any situation in which the safety of students is threatened, the principal (or ELPA Building Coordinator) has full authority to interrupt the administration process. When possible, allow students to resume testing.

## ***Scoring the Speaking Section***

Instructions for scoring the Speaking section of the ELPA are provided in the Speaking section of the TAM for each Assessment Level. Although Assessment Administrators will carry out this section of the assessment, ELPA District and Building Coordinators are responsible for training them on how to use the Speaking scoring rubrics. For that reason, the rubrics have been included in Appendix H of this manual and should be reviewed and discussed prior to administration.

A DVD is also available from the BAA that explains how to score the ELPA Speaking items. ELPA District and Building Coordinators may want to use this DVD when training Assessment Administrators and Proctors prior to administration. For information on ordering the DVD, contact the BAA by phone at 877-560-8378 and choose option 7, or by e-mail at [baa@michigan.gov](mailto:baa@michigan.gov).

A supplementary video that provides information about scoring newer Speaking items is also available. The video may be found in the multi-part series titled "Spring 2013 English Language Proficiency Assessment (ELPA)" on [mistreamnet.org](http://mistreamnet.org).



# ADMINISTRATION

During administration, Assessment Administrators or Proctors must score their students' speaking responses on the students' answer documents (or for students taking Levels I and II, in their scannable assessment booklets).

## ***Ending an Assessment Session***

Because all sections of the ELPA are untimed and student-paced, there will not be a specific ending time; instead, Assessment Administrators will need to observe students as they work and bring the assessment session to a close once all students are finished. If only a few students need more time than the rest of their classmates, Assessment Administrators may collect assessment materials from those who are finished, and move the others to another room to continue testing.

If there is another section of the assessment to administer and Assessment Administrators are planning to continue with that section, they should turn to the directions for that section and resume testing. If there is another section of the assessment to administer, but Assessment Administrators will be giving it on another day, they must collect all assessment materials from students individually and return them to locked storage. If, however, all sections of the ELPA have been administered, they should follow the procedures in the "After" sections of this manual.

## **Assessment Administrator Responsibilities After Testing**

Once all sections of the ELPA have been administered, Assessment Administrators will collect the assessment materials from each student individually. Students should not be dismissed until it is verified that materials have been returned for each student assessed.

Next, Assessment Administrators need to check the scorable assessment booklets (for Levels I and II) and answer documents (for Levels III, IV, and V) to make sure they are filled out correctly, there is no damage, and no unauthorized writing utensils have been used to complete them.

Lastly, they need to gather all the ELPA assessment materials that were provided prior to the assessment, including TAMs, assessment booklets, answer documents, audio CDs, and OSA Security Compliance Forms (if they have not already been returned), and return them to the ELPA Building Coordinator.

## **Building Coordinator Responsibilities After Testing**

Once Assessment Administrators return all their assessment materials, ELPA Building Coordinators need to complete seven important tasks.

1. Verify that all used and unused assessment materials have, in fact, been returned from Assessment Administrators. Obtain any materials that are missing.
2. For Levels III, IV, and V, put all the assessment booklets in one pile and the answer documents in another.

# ADMINISTRATION

3. Check the scorable assessment booklets (for Levels I and II) and answer documents (for Levels III, IV, and V) to make sure that:
  - only Spring ELPA materials have been used (ELPA Initial Screening materials must NOT be mixed in with Spring ELPA materials);
  - the appropriate form number has been filled in correctly on the answer document (for Levels III, IV, and V only) for all students who used Form 1 or Form 2 of the ELPA;
  - all required student identification fields (student name, teacher, etc.) have been completed accurately;
  - all optional data fields that the district has chosen to use and all “School Use Only” fields have been completed accurately;
  - no Speaking section items or sample items have been skipped and the responses for those items have been filled in;
  - all other demographic information has been entered;
  - no correction fluid, crayons, markers, highlighters, or colored pencils have been used to mark answers to questions;
  - no staples, glue, rubber bands, or paper clips have been used;
  - no extra paper is attached (except when approved as an accommodation); and
  - no completed scorable booklets or answer documents have been disassembled or damaged.
4. If a scorable booklet or answer document is found not to comply, notify the ELPA District Coordinator immediately. He or she will contact the BAA for assistance.
5. For students who used a word processor as an accommodation (see 46), follow the instructions for returning documents in the Special Handling Envelopes.
6. Complete an OSA Security Compliance Form and, if you have not already done so, distribute one form to each Assessment Administrator and Proctor who administered the ELPA or supervised students during administration. A form is included in Appendix D of this manual. It may be photocopied for use; however, Questar Assessment, Inc., will also ship original forms along with the other assessment materials.
7. Follow the instructions on page 35 of this manual for completing the School Level/Grade Span Header Sheet. This sheet **must** be completed and put on top of each Assessment Level’s set of completed answer documents (or scorable assessment booklets).



# RETURNING MATERIALS



ELPA Building Coordinators are responsible for ensuring that the completed assessment booklets and answer documents are organized for the building and returned, along with other used and unused assessment materials, to the ELPA District Coordinator as described in the previous section of this manual. ELPA District Coordinators are then responsible for organizing the school materials into shipping boxes, and returning them as one shipment for the entire district. (This is necessary for accurate scoring of student responses according to the district's reporting cycle.)

In smaller districts, it may be possible for ELPA District Coordinators to complete all of the return tasks described below. In larger districts, however, Building Coordinators may need to help with some of the tasks. To do that, they will need some of the organizational tools, such as paper bands, found in the Test Materials Return Kit (TMRK). Decisions about who is going to complete each return task should be made in advance so that the necessary tools can be distributed accordingly.

## **Organizing Completed Scannable Test Booklets (Level I and II) and/or Answer Documents (Level III-V) for Each Building**

- A. For Levels I and II, separate the secure materials (that is, those that contain test items) into two piles. Place the student assessment booklets (which are scorable) in one pile and the non-scorable Test Administrator Manual (TAM) and Speaking booklets in another.
- B. For Levels III, IV, and V, separate the secure materials into two piles—one for the student answer documents (which are scorable) and another for the student assessment booklets and TAM manuals (which are non-scorable).
- C. Once all the scorable materials are separated from the non-scorable materials, separate the scorable materials by Assessment Level (one pile for Level I materials, another pile for Level II materials, and so on). Documents from different grades within an Assessment Level may be mixed (i.e., grade 3 documents can be mixed with grade 4 and 5 documents since they all belong to Assessment Level III.)
- D. All materials with test items are considered secure and **MUST** be returned to the ELPA contractor.



# RETURNING MATERIALS

## Stacking the Booklets and/or Answer Documents for Each Building

- A. If schools would like score reports to list students by class/group, a scannable Class/Group ID Sheet that identifies the teacher name for each class/group must be submitted. A sample sheet and instructions for completing it can be found on page 34.
- B. For each Assessment Level unit being returned (i.e., one for the Level I unit, another for the Level II unit, and so forth), complete an ELPA School Level-Grade Span Header Sheet. Be sure to place one completed sheet on top of each Assessment Level unit submitted and bubble in the total number of documents being returned for the school building. A sample sheet and instructions for completing it are provided on page 35.
- C. Bundle all ELPA School Level-Grade Span Header Sheets and scorable materials together by Assessment Level, using the white paper bands provided in the TMRK. Each Assessment Level **MUST** be bundled separately. (See the ELPA Return of Materials graphic on page 31 or use the Packing Diagram to assist you.)
- D. Bundle any completed Class/Group ID Sheets together, and any Special Handling Envelopes that were used together. Use the white paper bands provided along with the TMRK to secure the bundles.
- E. Place all the scorable materials in sturdy cartons. (It is strongly recommended that schools/districts use the cartons in which the materials were originally shipped.) The ELPA Return of Materials graphic is shown on page 31, and the Packing Diagram is shown on page 32. First, put the bundled Assessment Level units into the cartons, stacking them in ascending order by Level (i.e., Level V materials should be at the bottom and Level I materials should be on top). Then, put your bundled Class/Group ID Sheets on top of them. Next, place the Special Handling Envelopes (if used) on top.
- F. Fill out and affix an orange Scorable Materials Label to each box that contains scorable materials. (These labels can be found in the TMRK.) It is recommended that each school's prepared box (or boxes) be left unsealed until ELPA District Coordinators can check the materials.
- G. Pack all non-scorable materials in their own box or boxes in any order. (Refer to the the Packing Diagram on page 34 for more information.) Non-scorable materials include:
  - Unused assessment booklets for Assessment Levels I and II;
  - Unused Speaking booklets for Assessment Levels I and II;
  - Unused answer documents for Assessment Levels III, IV, and V;
  - Used and unused assessment booklets for Assessment Levels III, IV, and V;
  - Test Administrator Manuals (TAMs);
  - Accommodated materials, such as Braille and enlarged print booklets;
  - CDs

Note that Speaking Scoring DVDs should not be included in non-scorable materials boxes; they are kept by the school or district in locked storage between administrations of the ELPA from year to year.



# RETURNING MATERIALS

- H. Fill out and affix a green Non-Scorable Materials Label to each box that contains non-scorable materials. These labels can be found in the TMRK.
- I. Do not seal the boxes until they have been checked by both the ELPA Building and District Coordinator. They need to be sure that all the materials have been returned and that the correct Assessment Level scorable materials are bound with paper bands to the correct School Level-Grade Span Header Sheets.

## Returning Materials for the District

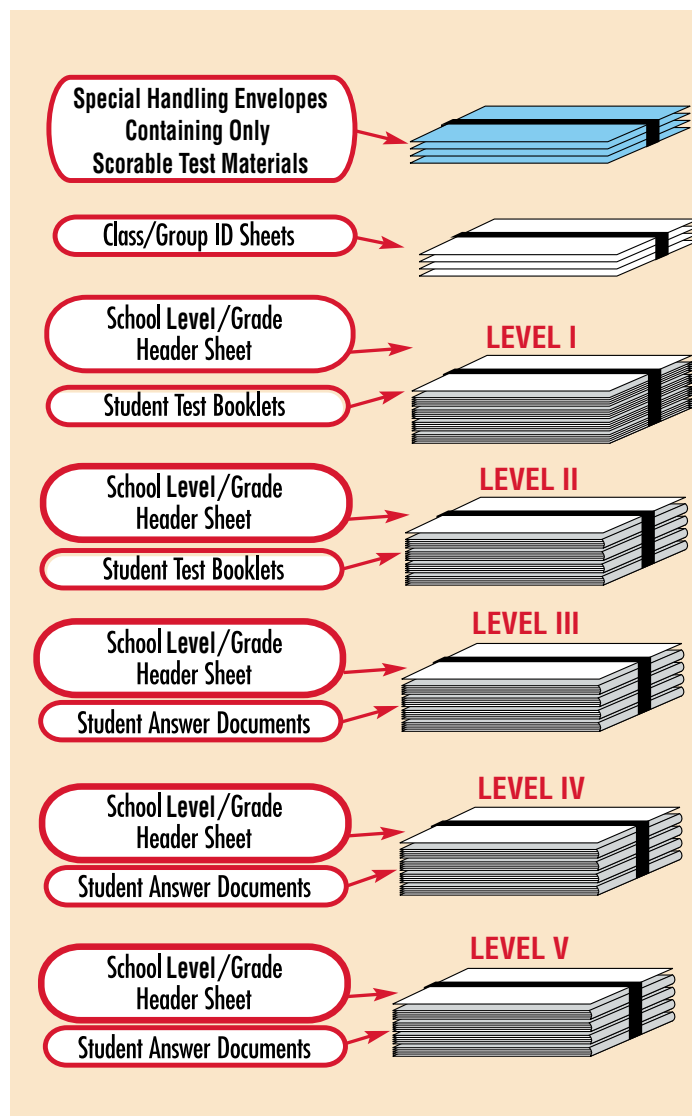
After confirming that the materials have been properly stacked and packed, the ELPA District Coordinator should affix shipping labels to each box. All shipping labels are found in the TMRK. The district must return the school materials in ONE shipment on or before the closing date of the district's assessment cycle (Regular or Early). Review the diagrams on the next two pages for more details on packaging and returning materials. (Also, see Appendix A, the Spring ELPA Schedule, for more information on assessment cycles and return shipment dates.)

## Special Handling Envelopes

Make sure that Special Handling Envelopes have only been used for:

- Word-processed student responses or answer documents with extra paper, following proper procedures for these accommodations (see Appendix E);
- Torn, damaged, or stained answer documents (Assessment Levels III, IV, and V) or scorable test booklets (Assessment Levels I and II).

## ELPA Return of Materials



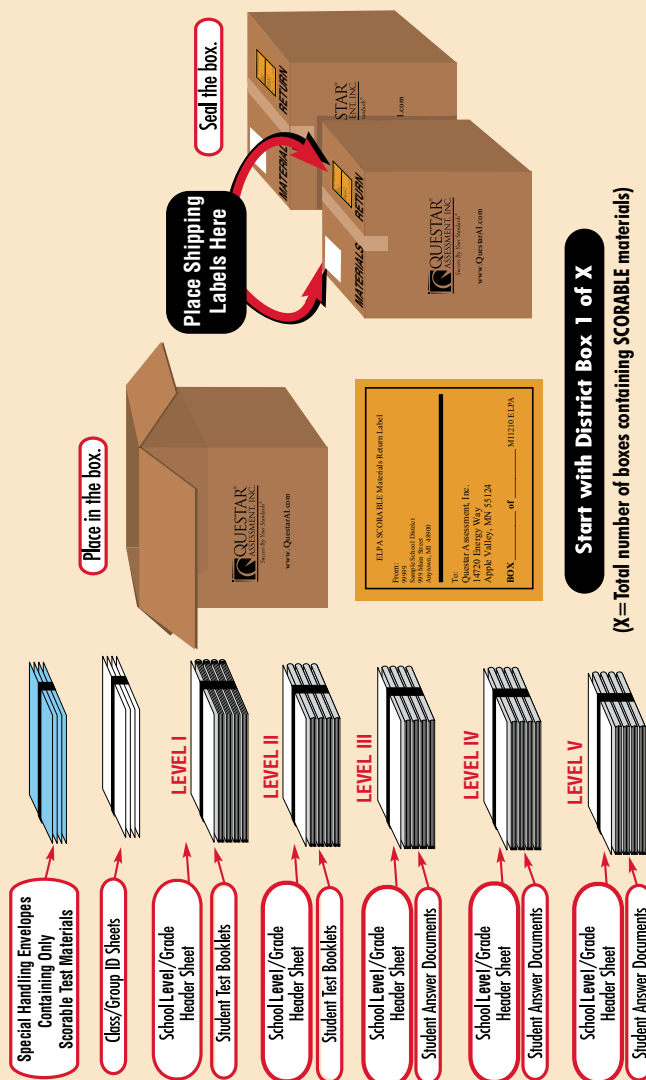
Any assessment materials that will not be scored will be placed in the non-scorable box(es).



## V. Packaging and Returning Materials



### Scorable Materials (to be processed/scored)



## ELPA MATERIALS

**Special Handling Envelopes**

**Class/Group ID Sheets**

**School Level/Grade Header Sheet**

**All Used Levels I & II Test Booklets**

**All Used Levels III-V Answer Documents**

## Questions?

Call the Questar Customer Support Center: **1-877-560-8378 (Option 5)**

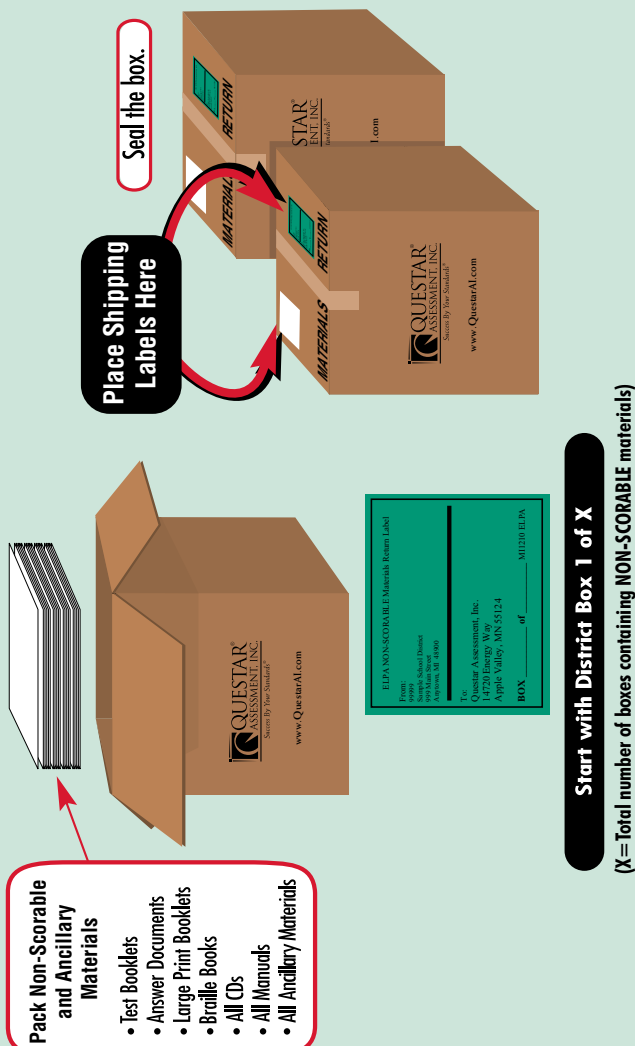
To schedule a pickup, call UPS: **1-877-536-2697**

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# RETURNING MATERIALS

## Non-Scorable and Ancillary Materials (includes student test materials not to be processed/scored)



All Unused Levels I & II Test Booklets  
All Levels III-V Test Booklets  
All Unused Levels III-V Answer Documents  
All Accommodated Materials  
All CDs  
All Manuals  
All Ancillary Materials

## Questions?

Call the Questar Customer Support Center: **1-877-560-8378** (Option 5)  
To schedule a pickup, call UPS: **1-877-536-2697**

Version 2012



V. Packaging and Returning Materials

# RETURNING MATERIALS

## Optional ELPA Class/Group ID Sheet (one sheet per Class/Group)

If districts and schools want to receive reports by class or group designation(s), they need to complete one of these forms per class/group. If this sheet is used, the district or school needs to define the 4-digit class/group numbers that are most useful and provide the codes to those individuals who will be completing the sheet. More than one class/group can be assigned to a given teacher.

**SECTION 1:** Write in the name of the person completing this sheet (teacher, ELPA Building Coordinator, or ELPA District Coordinator), the district name, and the school name.

**SECTION 5:** Write and bubble in the 4-digit class/group number(s) assigned to this teacher. Teachers who need reporting for multiple groups may fill in up to 6 different numbers. If less than a 4-digit number is being used, write and bubble in zeroes ahead of the number (for example, fill in 0025 if a 2-digit number is used).

**SECTION 2:** If this information is not preprinted, fill in the district code.

**SECTION 3:** If this information is not preprinted, fill in the school code.

**SECTION 4:** For the teacher for whom class/group number(s) are being provided, write and bubble in the first twelve letters of his or her last name, then write and bubble in the first ten letters of his or her first name.

**SECTION 6:** Fill in the appropriate Assessment Level of the students in the class/group. Grid only one Level per sheet.

**MICHIGAN**  
ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

**CLASS/GROUP ID SHEET**

**MARKING INSTRUCTIONS**

- Use only soft lead pencil (No. 2).
- Do NOT use ink or ball point pen.
- Make heavy dark marks that completely fill in the bubbles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.

**CORRECT MARK** ○●○○○ **INCORRECT MARKS** ●●●●● ●●●●● ●●●●●

**1 PLEASE PRINT**

Name of Person Completing this Form \_\_\_\_\_

District Name \_\_\_\_\_

School Name \_\_\_\_\_

**2 DISTRICT CODE** **3 SCHOOL CODE**

**4 TEACHER'S LAST NAME** **TEACHER'S FIRST NAME**

**5 CLASS/GROUP NUMBER**

**6 LEVEL-GRADE SPAN**

LEVEL I - K ○ LEVEL II - 3-5 ○ LEVEL V - 9-12  
LEVEL 6 - 12 ○ LEVEL IV - 6-8

# RETURNING MATERIALS

## Required ELPA School Level-Grade Span Header Sheet (one sheet per Level/Grade Span)

The purpose of the ELPA School Level/Grade Span Header Sheet is to help schools, districts, and the ELPA contractor account for all the test documents returned for scoring. In addition, it helps ensure that the proper reports are prepared for each Assessment Level, or grade span, assessed. Therefore, it is **imperative** that this sheet have complete and accurate information.

**SECTION 1:** If this information is not preprinted, write in your name, the district name, and the school name.

**SECTION 2:** If this information is not preprinted, fill in the district code.

**SECTION 3:** If this information is not preprinted, fill in the school code.

**SECTION 4:** Fill in the bubble for the appropriate Level (I, II, III, IV, or V) of the students whose documents will be bound together with this sheet. For example, fill in the bubble for Level I if this sheet will be placed on top of and bound with used assessment booklets for students in Kindergarten. You must fill in one of these sheets for every Level of documents you are submitting.

**MARKING INSTRUCTIONS**

- Use only soft lead pencil (No. 2)
- Do NOT use ink or ball point pen
- Make heavy dark marks that completely fill in the bubbles
- Erase completely any marks that you wish to change
- Make NO stray marks on this sheet

**CORRECT MARK**  
○ ○ ○ ○

**INCORRECT MARKS**  
● ● ● ●

**PLEASE PRINT**

Name of Person Completing this Form \_\_\_\_\_

District Name \_\_\_\_\_

School Name \_\_\_\_\_

**2. DISTRICT CODE**

0	1	2	3	4	5	6	7	8	9
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○

**3. SCHOOL CODE**

0	1	2	3	4	5	6	7	8	9
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○

Please be sure all fields are completed.

**4. LVL-GRD SPAN**

○ LEVEL I – K  
○ LEVEL II – 1-2  
○ LEVEL III – 3-5  
○ LEVEL IV – 6-8  
○ LEVEL V – 9-12

**5. ANSWER DOCUMENT COUNT**

0	1	2	3	4	5	6	7	8	9
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○

**FOR QUESTAR USE ONLY**

0	1	2	3	4	5	6	7	8	9
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○
○	○	○	○	○	○	○	○	○	○

**MICHIGAN**  
ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

**SCHOOL  
LEVEL/GRADE SPAN  
HEADER SHEET**

**INSTRUCTIONS**

1. Write the name of the person completing this form, the district name and the school name on the lines provided.
2. In the boxes under District Code, indicate the district number. Grid the corresponding bubbles. If this information is preprinted, make sure the information is correct. If the information is not correct, contact your district coordinator.
3. In the boxes under School Code, indicate the school number. Grid the corresponding bubbles. If this information is preprinted, make sure the information is correct. If the information is not correct, contact your district coordinator.
4. In the box under LVL-GRD Span, grid the appropriate grade level of the students whose documents are under this header sheet. Grid only one grade span per header sheet.
5. In the boxes under Answer Document Count, write the appropriate number of used answer documents that are under this header sheet. Grid the corresponding bubbles.

**SECTION 5:** Write the number of scorable assessment booklets or answer documents you are submitting for this Level in the spaces provided and fill in the bubbles for that number.

Once this sheet is complete, use the paper bands provided in the TMRK to secure it to the corresponding scorable assessment booklets or answer documents. See the "ELPA Return of Materials" graphic on page 31 for more information on how to organize this sheet and the scorable materials for return.

# APPENDIX A

## 2013 SPRING ELPA SCHEDULE

DATE	EVENT	ACTIVITY	December	January	February
12.03.12	PreID Window Opens *	Preparation	S M T W TH F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
01.11.13	Initial Material Orders Window Closes				
02.18.13	Initial Material Orders Delivered				
02.19.13	Additional Material Order Window Opens				
03.04.13	Testing Begins	Administration	S M T W TH F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W TH F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
04.12.13	Testing Ends				
04.19.13	Material Return Deadline				
05.13.13	Tested Roster Window Opens (tentative date) ***				
05.17.13	Green Reporting Opt-out Window Opens (tentative date)	Verification & Reporting			
TBA	Tested Roster Window Closes (tentative date) ***				
TBA	Green Reporting Opt-out Window Closes (tentative date)				
TBA	Electronic ISR, PR, CR, and SDF Available ****				
TBA	Printed Reports Begin Shipping				

\* The PreID window allows coordinators to "register" students for the Spring ELPA. The State provides a framework of students with which coordinators must review to insure that students are not misidentified or missing from the list. Once a student is pre-identified, test materials (and a student barcode label) will automatically be queued for that student's use.

\*\* Placing an Initial Material Order will override the material quantities automatically calculated based on their PreID counts.

\*\*\* The Tested Roster lasts only one week. It is the districts last opportunity to review student information and identify missing tests.

\*\*\*\* Once electronic reports become available, districts/school coordinators may review student score results online. If your district/school has late fees or barcode fees, your reports will be withheld until payment has been received. Please be sure to return all materials on time and properly barcode labeled.

**Note regarding TBA items:** Coordinators should anticipate a communication following the Tested Roster Window announcing the Electronic and Printed report availability.





# APPENDIX B

## ELPA Fees for Late or Inappropriately Returned Assessment Materials

Fee Charged for...	When Materials are Shipped...			
	On or before deadline	1-7 days after deadline	8-14 days after deadline	15+ days after deadline*
Late shipment (per school)	–	\$250	\$250	–
Late processing (per answer document)	–	–	\$25	–
Missing barcode (per answer document)	\$10	\$10	\$10	–
Missing secure test materials (per item)	–	–	–	**

**Please refer to the Spring ELPA Schedule (Appendix A) for specific dates and deadlines. Secure materials includes any secure Online ELPA materials as well as the paper-pencil materials. Any fees incurred are billed by the ELPA scoring contractor and payable to the ELPA scoring contractor.**

**\* All schools will receive reports, EXCEPT for schools that ship materials 15 or more days after the deadline.**

**\*\* Although no late fee or processing fee will be charged, all materials MUST be returned. Failure to return materials may result in a substantial fine levied against the school by the Michigan Department of Education.**

# APPENDIX C

## Building Assessment Coordinator Duties and Responsibilities

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My Building Assessment Coordinator

---

Phone

e-mail



Each school building that is involved in administering assessments (including adult and alternative education programs) should have a Building Assessment Coordinator. The Building Assessment Coordinator has a key role in setting the tone of high performance with integrity for the building and holds specific responsibilities. The Building Assessment Coordinator shall:

### Before Assessment Administration

- Serve as the building contact person between the school and the District Assessment Coordinator.
- Attend training conducted by the District Assessment Coordinator and apply procedures appropriate to the specific assessment.
- Read and adhere to the information in the Assessment and Administrator Manuals.
- Develop and disseminate an assessment plan for the building including: a schedule of days and times; rooms to be used; staff to be involved; accommodations to be provided for; impact on buses, bell schedules, lunches, and other events; and plans for students not being assessed at any given time.
- Train the Assessment Administrators and Proctors on administrative procedures and ethical practices.
- Provide information regarding ethical practices and prohibited behavior to students, assessment administrators, proctors, teachers, and parents.
- Conduct an inventory of assessment materials received from the District Assessment Coordinator.
- Ensure assessment materials are kept in a secure location.
- In rooms used for assessment, ensure that all items (such as displays, charts, maps, tables, bulletin board material, etc.) that contain any information directly related to MDE Benchmarks and GLCEs that could provide information to students in answering questions during test taking have been cleared or covered.
- Assemble and distribute assessment materials to Assessment Administrators.
- Ensure that assessment materials that are allowed by the state assessments are made available to students.



# APPENDIX C

- Assist in making Assessment Administrators aware of any assessment accommodations prescribed in Individualized Education Programs (IEPs), 504 Plans, and instructional practices for English Language Learners.
- Have a plan for students who finish early or who require extra time.
- Reinforce to Assessment Administrators and Assessment Proctors the prohibited use of electronic communication or information storage devices (i.e. pagers, cell phones, PDAs).

## During Assessment Administration

- Ensure that each room used for assessments has an Assessment Administrator and an Assessment Proctor, if needed, present at all times.
- Ensure that assessment materials are kept secure in a designated location within the school between assessment sessions until all materials are returned to the District Assessment Coordinator.
- Monitor assessment administration sessions to ensure the security and accountability of all secure materials and that standardized assessment procedures are being followed.
- Report and document any assessment irregularities or administrative procedural errors to the District Assessment Coordinator immediately.

## After Assessment Administration

- Collect and conduct an inventory of assessment materials after the assessment.
- Notify the District Assessment Coordinator of any missing materials and follow instructions for recovering them.
- Ensure that answer documents have been completed and filled in correctly.
- Ensure that any cover or return form has been completed correctly.
- Prepare all assessment materials for return to the District Assessment Coordinator.
- Return assessment materials to the District Assessment Coordinator consistent with required timelines.
- Report and document any incidents that have not been previously reported that deviate from proper administrative procedures.
- Complete the OSA Security Compliance Forms found in the Test Coordinator Manual and submit all signed forms from any Assessment Administrators, Assessment Proctors, or Accommodation Providers to the District Assessment Coordinator.

# APPENDIX C

## Assessment Administrator Duties and Responsibilities

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My Assessment Administrator

---

Phone

e-mail



Assessment Administrators must be at least one of the following:

1. An employee of the district who is a certified or licensed educational professional;
2. A substitute teacher who is certified and employed by the district on an as needed basis;
3. Someone who was a certified teacher but has allowed the teaching certificate to expire due to retirement or change of career and has been approved by the District Assessment Coordinator as a qualified assessment administrator.

The Assessment Administrator sets the tone of high performance with integrity in the assessment room and holds specific responsibilities. The Assessment Administrator's shall:

### Before Assessment Administration

- Attend training by the District Assessment Coordinator and/or Building Assessment Coordinator specific to MEAP, MI-Access, or ELPA.
- Read the Test Administrator Manual prior to assessments.
- In rooms used for assessment, ensure that all items (such as displays, charts, maps, tables, bulletin board material, etc.) that contain any information directly related to MDE Benchmarks and GLCEs that could provide information to students in answering questions during test taking have been cleared or covered.
- Ensure the assessment room has an adequate amount of district supplied materials (i.e. pencils, dictionaries, thesaurus, etc.).
- Know assessment security procedures and be prepared to follow them before, during, and after each assessment session.
- Have a plan for students who finish assessments early or who require extra time.
- Have an implementation plan for students in need of accommodations as prescribed in Individualized Education Programs (IEP), 504 Plans, and instructional practices for English Language Learners.



# APPENDIX C

## During Assessment Administration

- Distribute all materials to students. Check for appropriate assessment booklets and answer documents.
- Remind students to turn off all electronic communication devices (cell phones, pagers, PDAs, etc.) and store out of sight.
- Administer the assessments according to the Test Administrator Manual.
- Read directions exactly as they appear in the administration manual to students. Answer questions about assessment directions as described in the administration manuals.
- When directed by the administration manual to read directions from the student test booklet, read the specific directions only without attending to any other part of the booklet.
- Monitor the assessment sessions by walking around the room to make sure students are working independently on the assessment.
- Ensure that students are working in the correct section of their assessment booklets and are marking their responses in the appropriate areas of their answer document. Student responses are limited to the answer spaces provided.
- Ensure that the assessment room is quiet during the entire assessment administration.
- Remain in the assessment room at all times unless replaced by another trained staff member.
- Report any incidents of deviations in assessment administration or questionable student behavior to the Building Assessment Coordinator for early and fair resolution of any concerns.
- Ensure that students not be allowed to leave the assessment room unless extenuating circumstances are present. If a student must leave, Assessment Administrators must collect the assessment booklet and answer document and return them to the student upon his/her return. Only one student may leave the room at a time.
- Direct students to erase any stray marks and darken any faint bubbles prior to handing in their completed assessments.

## After Assessment Administration

- Collect assessment materials and account for all assessment materials regardless of perceived student effort.
- Ensure that answer documents have correct student identification completed and filled in correctly.
- Do not erase or darken any marks in the student answer section of any document. Deliver assessment materials in person to the Building Assessment Coordinator at the end of each assessment administration.
- Report any potential assessment irregularity or administrative procedural error to the Building Assessment Coordinator.
- Complete the OSA Security Compliance Form found in the Test Administrator Manual and submit to the Building Assessment Coordinator. Security forms can be found in the back of the administration manuals.

# APPENDIX C

## Assessment Proctor Duties and Responsibilities

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My Assessment Proctor

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Phone

e-mail



As a general rule, students do best when assessed in the typical classroom environment. If larger groups must be assessed, appropriate allocation of staff will maximize student success. Depending on the number of students in each room, trained proctors may be assigned to assist the Assessment Administrator. It is recommended that a proctor be assigned for any group beyond a reasonable classroom size of 25 to 35 students.

An Assessment Proctor can be a teacher's aide, paraprofessional, or other paid district or school personnel. If volunteers must be used, they should be trained with appropriate testing procedures; family of students in the assessment group should not be used as proctors.

Assessment proctors who are used in the capacity of providing assessment accommodations to students must be thoroughly trained in providing the accommodations prior to the assessment.

The Assessment Proctor assists in setting the tone of high performance with integrity in the assessment room and holds specific responsibilities. The Assessment Proctor's responsibilities include:

### Before Assessment Administration

- Participate in assessment administration training.
- In rooms used for assessment, ensure that all items (such as displays, charts, maps, tables, bulletin board material, etc.) that contain any information directly related to MDE Benchmarks and GLCEs that could provide information to students in answering questions during test taking have been cleared or covered.

### During Assessment Administration

- Assist the Assessment Administrator in monitoring the prohibition of electronic communication and information storage devices (cell phones, pagers, PDAs, etc.).
- Assist the Assessment Administrator in distributing assessment materials.



# APPENDIX C

- Observe students and monitor those who have been given permission to temporarily leave the assessment room.
- Monitor the assessment sessions by walking around the room to make sure students are working independently on the assessment.
- Ensure that students are working in the correct section of their assessment booklets and are marking their responses in the appropriate areas of their answer document. Student responses are limited to the answer spaces provided.
- Remain in the assessment room at all times unless replaced by another trained staff member.
- Ensure the assessment room is quiet during the entire assessment administration.
- Report any questionable or unusual activity to the Assessment Administrator immediately.
- Accompany students who are being directed to an alternate assessment room to complete assessments.
- Provide accommodations as prescribed in Individualized Education Program (IEP), 504 Plans, and instructional practices for English Language Learners.

## **After Assessment Administration**

- Assist the Assessment Administrator in collecting and accounting for all assessment materials.
- Ensure that answer documents have correct student identification completed and filled in correctly.
- Complete the OSA Security Compliance Form found in the manual and submit form to the Building Assessment Coordinator.



# APPENDIX D



## OSA Security Compliance Form

**I, the undersigned, do certify and attest to all of the following:**

I have had access to a printed or electronic copy of the *Assessment Integrity Guide* as published by the Office of Standards and Assessment (OSA) of the Michigan Department of Education (MDE); and

I have read the sections applicable to assessment security, preparation, and administration; and

I have read the section regarding the duties and responsibilities of my role in the assessment process ; and

I have followed the practices found in the current assessment manual(s) as they relate to my role.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Note: Electronic copies of the *Assessment Integrity Guide* and assessment administrator manuals are available at <http://www.michigan.gov/baa>. For further information, contact the Michigan Department of Education, Office of Standards and Assessment (OSA), 608 W. Allegan St., P.O. Box 30008, Lansing, MI, 48909, call toll-free (877) 560-8378, or e-mail [baa@michigan.gov](mailto:baa@michigan.gov).

### 1. Assessment Programs *Mark ALL that apply*

☐ MEAP      ☐ MEAP-Access      ☐ MI-Access      ☐ MME      ☐ ELPA

### 2. Assessment Roles *Mark ALL that apply*

<input type="radio"/> District Coordinator	<input type="radio"/> Proctor	<input type="radio"/> Item Writer
<input type="radio"/> School Coordinator, Test Supervisor, or Back-Up Test Supervisor	<input type="radio"/> School Administrator	<input type="radio"/> Context Writer
<input type="radio"/> Accommodations Provider or Test Accommodations Coordinator	<input type="radio"/> District Administrator	<input type="radio"/> Expert Reviewer
<input type="radio"/> Assessment Administrator or Room Supervisor	<input type="radio"/> Committee Member	<input type="radio"/> Other

### 3. Educational Entity

**PLEASE PRINT—Use full names.**

**School Name:** \_\_\_\_\_ **School Code:** \_\_\_\_\_

**District Name:** \_\_\_\_\_ **District Code:** \_\_\_\_\_

### Directions

#### TO COMPLETE:

1. Mark all corresponding bubble(s) next to the assessment program(s) for which you have one or more roles.
2. Mark all corresponding bubble(s) next to your role(s) for the current assessment administration process (for example, District Coordinator, School Coordinator, etc).
3. In the area under **Educational Entity**, district coordinators print district name **only**. All others print **both district name and school name** on the lines provided. If known, please provide school and district codes.

#### IMPORTANT:

Districts must keep all completed Security Compliance Forms on file at their district for a period of one year following the assessment window. Do NOT return completed forms to the testing contractor.



# APPENDIX E

## ELPA Accommodations

This appendix includes information about how to use various assessment accommodations when administering the ELPA. The full Assessment Accommodations Summary Table can be found on the BAA Web site (at [www.michigan.gov/baa](http://www.michigan.gov/baa)).

### Audio Versions of the ELPA

The available audio versions of the ELPA are: (1) the read-aloud directions, assessment questions, and answer choices for the Listening section of the ELPA, which are available to all Assessment Administrators to help standardize the spoken portions of the Listening assessment; and (2) the read-aloud assessment questions for the Story Retell items for the Speaking section of the ELPA; and (3) the directions, assessment questions, and answer choices (when appropriate) for all sections of the ELPA (Listening, Reading, Writing, and Speaking), which are available to ELs and students with disabilities who require their use as an assessment accommodation. (See the Assessment Accommodations Summary Table in this appendix). ELPA District Coordinators may order either or both audio versions of the ELPA through the BAA Secure Site (at [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure).)

If an audio version is used as an assessment accommodation for a student with disabilities, the instructions below must be followed.

1. The assessments must be administered individually to students with disabilities, using equipment with a headset and counter (if available) or in a setting where the audio will not disturb other students.
2. Students using audio versions must use a standard print assessment booklet while they are being assessed, unless the student has a total loss of vision or needs an enlarged print assessment booklet.
3. Kindergarten, first-, and second-grade students who use audio versions must use standard print assessment booklets. They may however, be allowed to:
  - mark their own answers in the booklets;
  - indicate their responses to a certified school staff member who will then mark the booklets for the student; OR
  - Braille their responses and have a certified school staff member transcribe the answers onto the booklet.
4. Students in grades 3–12 who use audio versions must use standard answer documents. They may, however, be allowed to:
  - grid their own answer documents;
  - mark answers in their assessment booklets and have a certified school staff member transcribe the answers onto the answer documents;
  - indicate their responses to a certified school staff member who will then grid the answer documents for them; or

# APPENDIX E

- Braille their responses and have a certified school staff member transcribe the answers onto the answer documents.
- 5. The Assessment Administrator must read the directions to the student exactly as written. (Assessment directions are also included in the audio version, but should be presented by the Assessment Administrator first so any questions the student has can be addressed.)
- 6. Scannable assessment booklets and answer documents for students who used the audio versions of the assessments must be packaged and returned with the other scannable booklets and answer documents.
- 7. Audio versions of the assessments are secure materials that must be returned at the end of the assessment window. No copies of these materials may be made, downloaded, or retained.

## Scribes, Tape Recorders, and Braillewriters

Dictating responses to a scribe or into a tape recorder is a standard accommodation for students with disabilities who need that accommodation as defined in their IEP, a Section 504 Plan, or when needed due to rapid onset of a medical disability.

- Students using this accommodation for constructed-response questions must give the scribe specific instructions about punctuation, spelling, indentation, etc. The information must then be transcribed exactly as it was in the student's original response.
- If a student uses a tape recorder, scribe, or Braillewriter as an assessment accommodation, a certified school staff member must transcribe the student's response(s) onto his or her scannable test booklet or answer document that is returned along with other scorable materials.

For the Writing section, students using dictation as an accommodation are to include specific instructions about punctuation, spelling, indentation, and so forth. The use of a Braillewriter is also permissible.

For students in grades 3–12 using a Braille version of the assessment, it is important to specify Braille in the accommodations section of their answer document(s). As noted in the “What’s New” section above, school staff members who are responsible for recording a student's written responses, based on Accommodation number 55 in the Revised Accommodation Summary table, must now initial the response in the lower left-hand corner of the response area.

- Initialing a scribed response provides hand scorers with useful information to more effectively score the written response.

## Word Processors

Because the Writing section includes the use of writing conventions (such as correct spelling and grammatical usage), students using word processors or word-processing software as an accommodation must be monitored to ensure that spelling, dictionary, thesaurus, and grammatical software are deactivated. Grid the “Other” bubble on the student's scannable booklet or answer document to indicate the student used a word processor as a standard assessment accommodation. If spell check, dictionary, thesaurus, and grammatical software are NOT deactivated, the “nonstandard accommodations” bubble must be gridded.



# APPENDIX E

Word-processed answers do not need to be transcribed onto the student's scannable booklet or answer document by school staff. Instead, Assessment Administrators need to place a student label (printed from the BAA Secure Site) on the upper left corner of each page with identifying student information that matches the information on the student's booklet or answer document. (Coordinators will need to print these labels and provide them to Assessment Administrators).

In addition, in the bottom right-hand corner of the first page, print the scannable assessment booklet or answer document identification number. When all identifying information has been recorded on each page, insert the pages into the student's scannable booklet or answer document. Do not staple or otherwise attach word-processed pages to the booklet or answer document.

All scannable booklets or answer documents containing a word-processed insert must be shipped in a special envelope marked "SPECIAL HANDLING AND/OR WORD PROCESSED DOCUMENTS." This envelope is provided to ELPA District Coordinators in their Test Materials Return Kit (TMRK). The envelope is to be placed at the bottom of the scorable materials stack.

## Additional Paper

Additional paper may be used as an assessment accommodation if a student needs additional space due to large handwriting. Each additional piece of paper must have a student label with identifying student information affixed to it the same as word-processed pages. (See section above.)

The extra page(s) should be inserted into the scannable booklet or answer document that has matching student identification information. Do not staple or otherwise attach pages to the booklet or answer document.

All booklets or answer documents containing additional papers must be shipped in a special envelope marked "SPECIAL HANDLING AND/OR WORD PROCESSED DOCUMENTS." This envelope is provided to ELPA District Coordinators in their TMRK. The envelope is to be placed at the bottom of the scorable materials stack.

## Rapid Onset of Medical Disability

Prior to the ELPA, a student may have rapid onset of a medical disability that warrants an assessment accommodation. For example, a few days prior to taking the assessment, a student may have broken his or her arm, thereby necessitating the use of a word processor or scribe. Or, a student may have recently undergone surgery and be homebound or in the hospital, thereby necessitating the assessment be administered in the student's home or at the hospital under the supervision of a school district professional.

In cases of rapid onset of a medical disability, the BAA asks that the school's principal or guidance counselor document, for the student's file, the date and nature of the disability (e.g., broken arm) and describe the accommodation that was provided. This accommodation will be considered "standard" and should be noted appropriately on the student's scannable booklet or answer document.

# APPENDIX F

## Spring 2013 ELPA Item Overview

Level (Grade)	Sections	Number of Scored Items	Number of Scored Points
I (K)	Listening	16	16
	Reading	16	16
	Writing	13	18
	Speaking	6	18
	<b>Total</b>	<b>51</b>	<b>68</b>
II (1-2)	Listening	20	20
	Reading	20	20
	Writing	13	20
	Speaking	7	20
	<b>Total</b>	<b>60</b>	<b>80</b>
III (3-5)	Listening	20	20
	Reading	20	20
	Writing	12	20
	Speaking	7	20
	<b>Total</b>	<b>59</b>	<b>80</b>
IV (6-8)	Listening	20	20
	Reading	20	20
	Writing	12	20
	Speaking	7	20
	<b>Total</b>	<b>59</b>	<b>80</b>
V (9-12)	Listening	20	20
	Reading	20	20
	Writing	13	20
	Speaking	7	20
	<b>Total</b>	<b>60</b>	<b>80</b>



# APPENDIX G

## Directions for Speaking Scoring Rubrics

There are seven rubrics used for scoring the five item types in the Speaking section of the ELPA. The directions for using each rubric are provided below; the rubrics themselves are provided on the following pages. Coordinators may want to use this appendix when training Assessment Administrators on how to administer the ELPA.

**SENTENCE REPEAT:** (1 rubric) For these items, the Proctor listens for fluency and smoothness of speech, proper pronunciation, and appropriate intonation. The rubrics presented in the TCM are the full Speaking rubrics, meant to be used for scoring items in the Speaking section of the Spring ELPA. Rubrics found in the student Answer Documents are abbreviated versions. Assessment Coordinators or Proctors should refer to the rubrics found in the TCM for scoring purposes.

The Proctor scores individual sounds, such as vowels and consonants. As an example of an error, a student who says “djong” when trying to say “young” has made a pronunciation error in the first sound, or segment, of the word.

Very slow, halting speech is an example of a problem with rate of speech; speech that is at a fairly normal rate, but choppy, indicates a problem with rhythm. Typical English sentence intonation rises at the end of the sentence, on the last content word of the sentence, and then falls. Intonation that does not change at all or changes in an unnatural place would be inaccurate.

Students are not creating original grammatical structures, so grammar errors will probably be infrequent. However, it is possible that students might omit a word(s) or substitute one small function word (like a preposition) for another. These would be considered errors.

**SHORT CONVERSATION:** These items consist of a short conversation task based on a familiar context. Students hear a brief description of a context that is familiar to them, followed by two or three questions.

The Proctor listens for fluency and accuracy, but with an emphasis on the student’s ability to use appropriate vocabulary to express personal opinions, ideas, or points of view. A student may still be able to respond adequately to the task without answering every individual question in his or her response, or by responding to questions in an order different from what is read.

**STORYTELLING:** These items consist of a single storytelling task based on a set of three sequential pictures. This type of task elicits an extended response, which is expected to be longer than any of the other tasks in the Speaking test. So the amount of language produced as well as the quality will be assessed.

Pronunciation, rate of speech, intonation, and rhythm should also be evaluated along with grammar and the ability to choose appropriate and precise vocabulary. In addition, a logical presentation of ideas with appropriate transitions is evaluated since the set of pictures supports the use of organizational devices, such as first, next, then, and last.

**STORY RETELL:** These items consist of a story-retelling task based on a lengthy oral stimulus, a story. In each task, students hear the story and are prompted to retell it.

# APPENDIX G

The Proctor listens for authentic speech patterns of the student, including use of grammatical constructions, descriptive vocabulary, and transitional phrases to retell a recognizable story with fluency of speech. A student can still respond adequately to the task without recalling every individual detail of the story, or by adding extra details.

**GUIDED DISCUSSION, PROMPTS I AND II:** (2 rubrics) These items consist of a guided-discussion task based on a graphic or graphics and two separate prompts.

Students give two separate extended responses consisting of original speech. The Proctor listens for conversational flow and exchange of information, and also for the student's ability to focus the discussion on specific details or examples after the second prompt.

## Speaking Rubrics

	SENTENCE REPEAT
Score Point 2	<ul style="list-style-type: none"> <li>Response shows fluency, with accurate pronunciation of individual sounds at a natural speech rate, intonation, and rhythm. Pronunciation is consistent with fluent speech patterns. Speech is smooth and has an emphasis on words or phrases that indicates comprehension of the sentence. Response is linguistically accurate (free from phonemic/ phonetic or grammatical errors).</li> </ul>
Score Point 1	<ul style="list-style-type: none"> <li>Response shows some fluency but contains one or more errors in pronunciation or grammar, and/or demonstrates a slight problem with rhythm or intonation.</li> </ul>
Score Point 0	<ul style="list-style-type: none"> <li>Response shows little or no fluency. Individual sounds are pronounced incorrectly and do not have a natural speech rate, intonation, or rhythm, and are therefore inconsistent with those of a fluent speaker. Speech is broken or hesitating, and emphasis on words does not indicate comprehension of sentence. Response has linguistic errors or omissions that confuse or distract the listener.</li> <li>Speech is unintelligible.</li> <li>Response is only in native language.</li> <li>Student refused to speak.</li> </ul>





# APPENDIX G

## Speaking Rubrics *(continued)*

	SHORT CONVERSATION
Score Point 2	<ul style="list-style-type: none"> <li>▪ Student exchanges information during the conversation intelligibly and fluently.</li> <li>▪ Expanded vocabulary and word choice support response with information and allow for discussion of opinion and perspectives.</li> <li>▪ Response is linguistically accurate (free from phonemic, syntactical, or grammatical errors that cause confusion in meaning).</li> </ul>
Score Point 1	<ul style="list-style-type: none"> <li>▪ Student exchanges information indirectly or incompletely.</li> <li>▪ Hesitations, lapses, or omissions in speech may distract listener.</li> <li>▪ Vocabulary and word choice partially support response, but may not allow for a full discussion of opinions or perspectives.</li> <li>▪ Response has errors in pronunciation, sentence syntax, or grammar that cause confusion in meaning but do not completely block comprehensibility.</li> </ul>
Score Point 0	<ul style="list-style-type: none"> <li>▪ Vocabulary and word choice do not give enough information to support discussion or opinions or perspectives; or</li> <li>▪ Response has errors in pronunciation, sentence syntax, or grammar that completely block comprehensibility; or</li> <li>▪ Response is only in native language; or</li> <li>▪ Student refused to speak.</li> </ul>

# APPENDIX G

## Speaking Rubrics *(continued)*

	STORYTELLING
Score Point 4	<ul style="list-style-type: none"> <li>Shows <b>High Level of Ability</b> to produce a spoken response to a set of three pictures.</li> <li><b>Very Few Errors</b> (minor) in pronunciation and grammar; speech includes complex sentence structures; vocabulary is precise and varied, including idiomatic expressions.</li> <li>Errors never distract listeners' attention or cause confusion about meaning.</li> <li>Speech is well organized; information is plausible and precise and is presented logically and with appropriate transitions.</li> </ul>
Score Point 3	<ul style="list-style-type: none"> <li>Shows <b>Ability</b> to produce a spoken response to a set of three pictures.</li> <li><b>Some Errors</b> (mostly minor) in pronunciation and grammar; some variety in sentence structure; vocabulary in general is appropriate and varied, perhaps including some use of idiomatic expressions.</li> <li>Errors generally do not distract listeners' attention or cause confusion about meaning.</li> <li>Speech is generally well organized; information is generally plausible and precise and is presented logically and with appropriate transitions.</li> </ul>
Score Point 2	<ul style="list-style-type: none"> <li>Shows <b>Some Ability</b> to produce a spoken response to a set of three pictures.</li> <li><b>Numerous Errors</b> in pronunciation, grammar, and vocabulary; heavy reliance on simple sentence structures, with almost no use of idiomatic expressions.</li> <li>Errors are often distracting to listeners and cause confusion about meaning.</li> <li>Speech may be insufficient and present poorly organized or disorganized information; information may be imprecise and inaccurate.</li> </ul>
Score Point 1	<ul style="list-style-type: none"> <li><b>Very Limited</b> ability to respond to a set of three pictures.</li> <li>Speech contains <b>Very Little Correct</b> pronunciation, grammar, and vocabulary; single words instead of complete thoughts.</li> <li>Numerous and serious problems distract listeners and cause confusion about meaning; may be incoherent in places.</li> <li>Amount of speech is minimal; information may be irrelevant or inaccurate.</li> </ul>
Score Point 0	<ul style="list-style-type: none"> <li><b>Too Minimal</b> to score or <b>Unintelligible</b>; refusal to speak; no response; response in a language other than English or only repeating prompt; insufficient information to score.</li> </ul>



# APPENDIX G

## Speaking Rubrics *(continued)*

	STORY RETELL
Score Point 4	<ul style="list-style-type: none"> <li>Student retells most of the story, using age-appropriate descriptive details. The story is retold in reasonably correct order. The response fulfills most of the following criteria:               <ul style="list-style-type: none"> <li>Response is in complete sentences.</li> <li>Speech is generally fluent, with few pauses.</li> <li>Vocabulary is mostly appropriate to the task.</li> <li>Pronunciation is intelligible and intonation generally follows English patterns.</li> <li>Sentences are varied, and errors in grammar and sentence structure seldom interfere with meaning.</li> </ul> </li> </ul>
Score Point 3	<ul style="list-style-type: none"> <li>Student retells the story, but response lacks some details, and some significant story details might be told out of order. The response fulfills most of the following criteria:               <ul style="list-style-type: none"> <li>Response is mostly in complete sentences.</li> <li>Speech is moderately fluent with noticeable pauses.</li> <li>Vocabulary is adequate to convey desired meaning.</li> <li>Pronunciation is usually intelligible, making requests for repetition unnecessary.</li> <li>Grammar and sentence structure are generally correct, but may contain a few errors that interfere with meaning.</li> </ul> </li> </ul>
Score Point 2	<ul style="list-style-type: none"> <li>Student attempts to retell the story. Response does not provide details and shows minimal sense of story sequence. The response fulfills the following criteria:               <ul style="list-style-type: none"> <li>Response includes some complete sentences and some phrases.</li> <li>Long pauses are common; substitution of gestures for words may occur.</li> <li>Vocabulary is limited and some words are inaccurate and/or in a language other than English.</li> <li>Pronunciation is sometimes unintelligible, making requests for repetition necessary.</li> <li>Grammar and sentence structure are simplistic and/or partially incorrect. Errors may interfere with meaning.</li> </ul> </li> </ul>
Score Point 1	<ul style="list-style-type: none"> <li>Student shows minimal understanding of the story but attempts to recall parts of the story that he/she remembers.</li> <li>The response is mostly words or phrases rather than sentences, making it difficult to see a connection to the story.</li> </ul>
Score Point 0	<ul style="list-style-type: none"> <li>Student tells about things that are not in the story or answers completely in a language other than English.</li> <li>No response.</li> </ul>

# APPENDIX G

## Speaking Rubrics *(continued)*

	GUIDED DISCUSSION, PROMPT I
Score Point 2	<ul style="list-style-type: none"> <li>Response addresses topic of the prompt intelligibly and fluently. Expanded vocabulary and word choice support response, giving enough information to answer the question or respond to the statement given. Response is linguistically accurate (free from phonemic, syntactical, or grammatical errors that cause confusion in meaning).</li> </ul>
Score Point 1	<ul style="list-style-type: none"> <li>Response addresses topic of the prompt, but in an incomplete or indirect way. Hesitations, lapses, or omissions in speech distract listener. Vocabulary and word choice partially support response to the question or statement given. Response has errors in pronunciation, sentence syntax, or grammar that cause confusion in meaning, but confusion does not completely affect comprehensibility.</li> </ul>
Score Point 0	<ul style="list-style-type: none"> <li>Response does not address topic of prompt.</li> <li>Vocabulary or word choice does not give enough information to respond to question or statement.</li> <li>Response has linguistic errors (phonemic, syntactical, or grammatical) that block comprehensibility.</li> <li>Speech is unintelligible.</li> <li>Response is only in native language.</li> <li>Student refused to speak.</li> </ul>

	GUIDED DISCUSSION, PROMPT II
Score Point 2	<ul style="list-style-type: none"> <li>Response supports conversational flow by giving specific example(s) to discussion topic, explaining detail(s) given in first response, or focusing discussion on specific point(s). Response is intelligible and fluent, drawing on student's expanded vocabulary. Response is linguistically accurate (free from phonemic, syntactical, or grammatical errors that cause confusion in meaning).</li> </ul>
Score Point 1	<ul style="list-style-type: none"> <li>Response supports conversational flow in a limited way; student provides only a general example to the current discussion topic or does not explain or focus on detail(s) fully. Response is hesitant or broken, and only basic vocabulary is evident. Response has errors in pronunciation, sentence syntax, or grammar that cause confusion in meaning, but confusion does not completely affect comprehensibility.</li> </ul>
Score Point 0	<ul style="list-style-type: none"> <li>Response does not address topic of prompt or does not respond to question or statement given.</li> <li>Vocabulary or word choice used does not give an example, detail, or focus to any statement in first prompt.</li> <li>Response has linguistic errors (phonemic, syntactical, or grammatical) that completely block comprehensibility.</li> <li>Speech is unintelligible.</li> <li>Response is only in native language.</li> <li>Student refused to speak.</li> </ul>



# APPENDIX H

## 2013 ELPA Exemption Requests

Exemption requests for the Spring 2013 ELPA can now be made through the Bureau of Assessment and Accountability's (BAA) Secure Site. The window for making requests opens on December 3, 2012 and closes on February 15, 2013. Please note that exemptions are only available for English Learners whose disabilities prevent them from being meaningfully assessed by one or more sections of the Spring ELPA.

Secure Site users can go to the ELPA Exemption Request page on the Secure Site to identify each student for whom a request is being made. Students will, therefore, need a valid UIC in order to process the request. Users may also need to provide the following information:

- What other state assessments the student has taken or is expected to take;
- A description of the student's impairment;
- The domains (sections) for which an exemption is being requested.

Depending on the information provided by the user, further documentation from the student's IEP may be needed in order for the BAA to make a determination. If a student does not already appear on the Pre-ID list, add them to the list prior to attempting to make the request.

### Spring ELPA Exemption Guidance:

- In the majority of cases, students who have an assessment history of taking the MEAP or MEAP Access will be denied an exemption from the Spring ELPA. Exceptions include rapid onset medical emergencies.
- All Kindergartners should take the ELPA. This allows for baseline data and records that an attempt was made to follow state and federal regulations requiring the assessment of the student.
- Students who have an assessment history of MI-Access Participation may receive an exemption from all domains. However, this is not an automatic exemption. Districts must request the exemption through BAA.
- Students who have an assessment history of MI-Access Functional Independence and Supported Independence, may receive an exemption from one or more domains. In many cases, supporting documentation (IEP, etc.) will be requested for these students.

Users may also use the Secure Site to access an exemption request list and print off individual approvals and denials. It is recommended that districts check the Secure Site on a weekly basis until all Exemption Requests are closed.

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It is recommended that any Spring ELPA Exemption Request approvals/denials be kept with the student's permanent records as well as considered during IEP evaluations.

Exemption approvals are only good for 1 year and ***all*** requests must be made on an annual basis. The deadline for requesting an exemption is February 15, 2013. If you have any questions about the exemption process, please email ***baa@michigan.gov*** or call the office directly at 1-(877) 560-8378.



# APPENDIX I

## How to Review and Update the Educational Entity Master (EEM)

Entity authorized users for the EEM are appointed by their administrators. These individuals are responsible for keeping their entity records up-to-date whenever information changes. As the official directory of educational entities in Michigan, the EEM links all educational data collections in the state of Michigan. Updates include changes in the name of a school, contact information (e.g., administrator, address, area code, e-mail), grade range adjustments, as well as requests for new code numbers and permanent closings of schools or other educational entities.

When EEM records are out-of-date, data submission is more difficult. With accurate records, the management of data and data submission operates more smoothly. In addition, the Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) use the EEM e-mail addresses to communicate with education administrators statewide.

To identify the current entity authorized users for the online EEM for your district or educational entity, please send an e-mail message to CEPI customer support at [cepi@michigan.gov](mailto:cepi@michigan.gov) or call 517-335-0505 and select option 3. Please provide your name, telephone number (including area code and extension), district code, and district name (if applicable), along with your message.

### How to obtain entity authorized user access to the EEM

Anyone wishing to obtain update access to the EEM will first need to obtain a Single Sign-On (SSO) account. If you do not already possess an SSO account, you can create one by going to <https://sso.state.mi.us/>. Click on the "Register" button and follow the on-screen instructions.

A user support document for the registration process is also available at [http://www.michigan.gov/documents/cepi/SSO\\_registration\\_251200\\_7.pdf](http://www.michigan.gov/documents/cepi/SSO_registration_251200_7.pdf).

Once you have an account, you will need to enter the SSO application and subscribe to the EEM. The subscription process differs slightly, depending on whether or not you are a current authorized user of the School Code Master. If you are an authorized user of the previous application, the School Code Master (SCM):

For current SCM users, log in to <https://sso.state.mi.us/>. Click on the "Subscribe to Applications" link. Click on "CEPI" and "Educational Entity Master" from the drop-down menu. You will be taken to the subscription page. Here you may enter your current MEIS information and subscribe to EEM. You will be subscribed automatically to the EEM with your previous SCM permissions. You do not need to complete a new EEM Security Agreement.

### If you are not currently an authorized user of the previous application, SCM:

The district superintendent or chief administrator must authorize individuals to access or edit records in the EEM.

1. Log in to <https://sso.state.mi.us/>. Click on the "Subscribe to Applications" link. Click on "CEPI" and "Educational Entity Master" from the drop-down menu. You will be taken to the subscription page where you will click on the "Subscribe wo MEIS ID" button.



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2. Print the Educational Entity Master Security Agreement, read the instructions, and complete the agreement. The agreement must be signed by the person accessing the SCM and by the district superintendent.
3. Fax the completed and signed security agreement, as directed on the bottom of the form, to 517-335-0488. Allow three to four business days for processing. You will be notified by e-mail when you have EEM authorized user access. Your signed security agreement authorizes you to access and update the Educational Entity Master, request to add an entity code number, or request closure of an EEM code number.

## **How to access your Educational Entity Master records**

1. Go to [www.michigan.gov/eem](http://www.michigan.gov/eem).
2. Click on the Authorized User Login button.
3. Type in your SSO ID login and password. (See above if you have completed the process for Single Sign-On.)
4. Click on the "Educational Entity Master (EEM)" link from your application portal.
5. To review records for which you have some modification permission, please click on "My Entities" on the left-side navigation bar and then on "List of Entities."

Note: For assistance, please access the "User's Guide" near the top of the EEM screen. Also, please click on "Help" to find screen-related assistance. The "Glossary" link will also provide information.

If you have other questions, please send an e-mail message to [cepi@michigan.gov](mailto:cepi@michigan.gov) or call 517-335-0505 and choose option 3. Please provide your name, district code and district name (if applicable), the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.





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## CONTACT INFORMATION

Michigan Department of Education  
Bureau of Assessment and Accountability  
608 West Allegan Street, P.O. Box 30008, Lansing, MI 48909  
Phone: (877) 560-8378  
Fax: (517) 335-1186  
ELPA Web Site: ***[www.michigan.gov/elpa](http://www.michigan.gov/elpa)***  
ELPA E-Mail: ***[baa@michigan.gov](mailto:baa@michigan.gov)***



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